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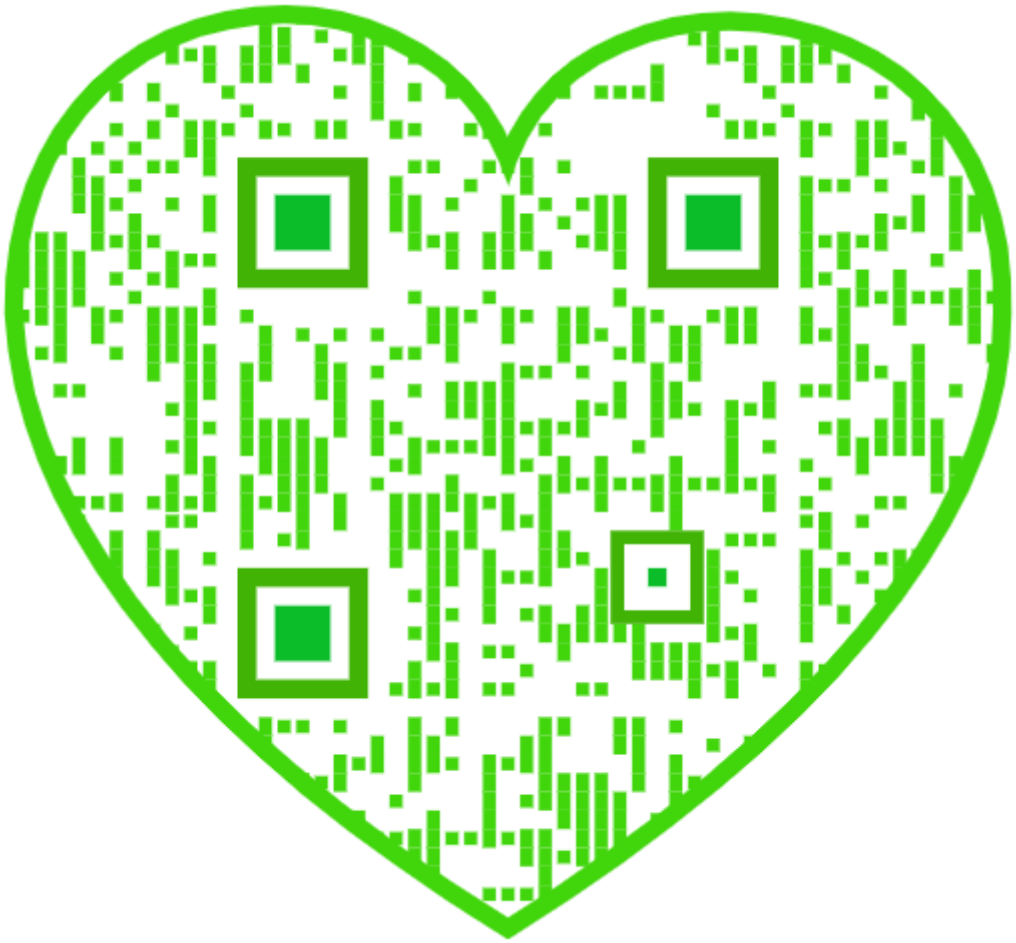
COTÉ METHOD SECRETARIAL SHORTHAND



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Book C786

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COTÉ METHOD SECRETARIAL SHORTHAND

THIRD AND REVISED EDITION

PART I.
THE AMANUENSIS COURSE
PART II.
CONTINUATION STUDIES FOR TEACHERS, SECRETARIES AND REPORTERS

By ALBERT J. COTE
Experienced Teacher and General Reporter
Over 6,000 Former Shorthand Students

ALBERT J. COTE COMPANY
DETROIT, MICHIGAN

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PREFACE.

The text is a modernized, simplified and practical presentation of Graham-Pitmanic shorthand; a system capable of the highest speed, entirely legible and, as here presented, easily learned with a fair degree of application and perseverance.

Following are some of its special features:

1. It is arranged to meet the needs of a short course, and also the demands of an advanced course;

2. Principles and word-signs are given only a few at a time and these are immediately applied in general practice;

3. The character of the practice matter makes it convenient and profitable to organize students into dictation classes early in the course;

4. Position-writing is taught from the beginning;

5. Unimportant vowels are omitted early, but accented vowels and semi-circles are retained to the end;

6. Long or characteristic outlines of the first and third positions are generally placed on the line of writing;

7. The Movement Exercises consist of special directions for speed practice accompanied by select sentences that are to be written, first as tests of the student's progress, and again as special practice matter for developing skill and speed.

REMARKS TO THE STUDENT.

1. The shorthand student should clearly understand at the outset that his ultimate success as a stenographer will depend largely on how thoroughly, systematically, and neatly he has done his preparatory work.

2. He should, moreover, acquire prompt, regular and methodic habits in the performance of his various duties as a student, and should strive to make a record for himself that will redound to his credit when he is ready to seek employment.

3. He will find, throughout his course, explicit directions as to what to do and how to do it, and it is expected he will faithfully carry out these instructions.

4. He is not expected to memorize rules or statements of principles, but merely to read each one slowly and with careful consideration and observe closely its application in the illustrations that accompany it.

5. Every shorthand illustration, word-sign, and phrase-sign should be carefully traced many times so as to lay the foundation for a correct, easy, and legible style of shorthand penmanship.

6. An indispensable adjunct to a rapid and healthy progress in shorthand penmanship is the use of the very best materials obtainable—smooth, hard paper; black ink that will flow freely; and a medium fine-pointed steel pen, frequently changed. The points of a pen wear flat by use, and the acid of the ink soon begins to corrode the pen, rendering it less pliable.

7. One full hour at a time of earnest effort and concentrated attention to study, each day, will produce better results than several short intervals of spasmodic work.

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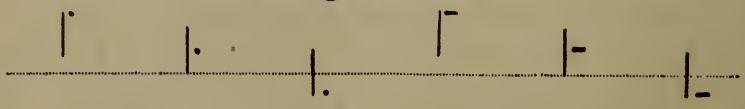
Consonants

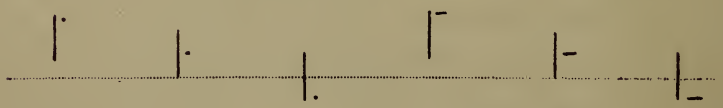
Sign	Name	Sound as in	Sign	Name	Sound as in
	Pee	ro*p*e		Chay	ea*ch*
	Bee	ro*b*e		Jay	a*g*e
	Ef	*f*ail		Ish	a*sh*
	Vee	*v*ale		Zhay	*us*ual
	Ar	to*r*e		Lay	pa*l*e
	Way	*w*ore		Yay	*Y*ale
	Tee	*t*ale		Kay	*K*ate
	Dee	*d*ale		Gay	*g*ate
	Ith	la*th*		Em	*m*ate
	Dhee	la*th*e		En	*n*ail
	Es	*s*eal		Ing	su*ng*
	Zee	*z*eal		Ray	*r*ail
				Hay	*h*ale

Long Vowels



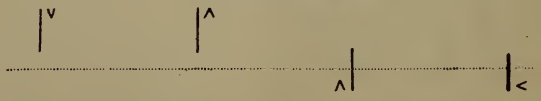
e as in eat | a as in ate | a as in ah | a as in pawl | o as in pole | oo as in pool

Short Vowels



i as in mit | e as in met | a as in mat | o as in lock | u as in luck | oo as in look

Diphthongs



i or y as in tie | oi or oy as in toy | ou or ow as in out | ew or ue as in dew

FIRST GRADE

FIRST LESSON

1. PHONOGRAPHY is a system of shorthand writing whereby words are written phonetically; that is, according to their *sounds,* without regard to their usual *spelling.* All the silent letters are omitted and the sounded letters are written as they are pronounced. Thus, *know* is written as if spelled *no; neigh,* as if spelled *na; quay,* as if spelled *ke,* etc.

2. The phonographic alphabet consists of simple consonant, vowel, and diphthong signs, each representing but one and always the same sound.

3. The consonant signs, named stems, are made up of straight, and curved lines of about one-sixth of an inch in length.

4. **Consonant Stems—First Group**

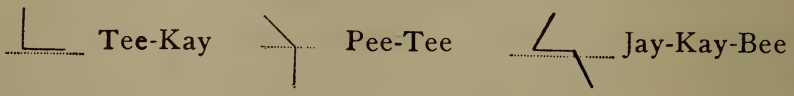
	p	b	t	d	ch	j	k	g
Signs.								
Value.	p	b	t	d	ch	j	k	g
Names.	Pee	Bee	Tee	Dee	Chay	Jay	Kay	Gay

(a) The foregoing slanting and vertical signs are written downward; the horizontal stems, from left to right.

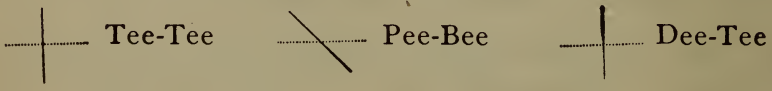
(b) Pee, Tee, Chay, and Kay are light stems; Bee, Dee, Jay, and Gay are shaded stems; but they are shaded just enough to distinguish them from the light stems.

(c) Chay represents the sound of the group *ch* as heard in ea*ch*; Jay, the sound of *j* in *j*est or the soft sound of *g* in *g*em; Kay, the sound of *k* in *K*ate, *c*ame, *q*uest, etc.; Gay, the hard sound of *g* in *g*ame.

(d) Consonant stems may be joined to each other, continuing with a second stem where the first ends, with a third where the second ends, etc., and without lifting the pen until the full form (named an outline) is completed.



(e) Two stems forming a straight line are written with a single movement of the hand. When one stem is shaded and the other light, the shaded one should taper gradually into the light one.

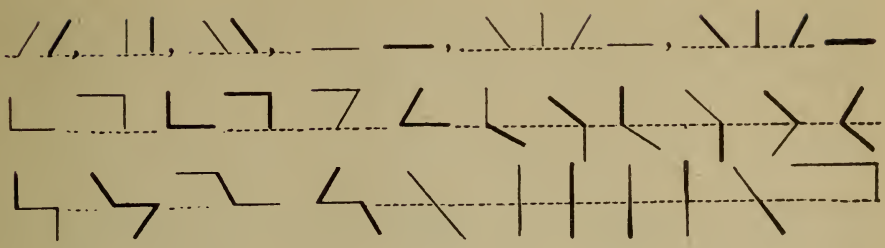


Exercise I, a

Consonant Stem Practice

Read and practice each of the following groups of consonant stems several times, imitating the copy as nearly as possible. Make the light stems as light as possible, and the shaded stems shaded just enough to distinguish them from the light stems. One hour of this practice can be made very profitable, as it tends to develop a light touch and an accurate and easy movement.

Caution.—Do not twist the hand to adjust it to the slant of the various stems, but hold it as if writing longhand, but with the pen a little more upright. Observe closely the length, slant, and shading of each sign, and arrange all practice work in a neat and systematic manner.



Vowels

5. The simple vowels are represented by dots and dashes written on either side of the consonant stems and occupying three positions; namely, First Position, or opposite the beginning of a stem; Second Position, opposite the middle of a stem; and Third Position, opposite the end of a stem.

Vowel Scale

Note.—The foregoing is a diagram showing how the vowel signs are located beside a stem, and the relative vowel positions.

(a) In expressing words phonographically, *all* the sounded consonants are written first; then vowels are inserted in their regular order beside the stems to which each belongs.

Vowels A and O

6. A shaded dot in the Second Position represents the long sound of *a* as heard in the words *say, may, day.*

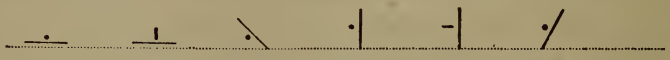
Signs.							
Sounds.	p-ā	g-ā	ā-k	ā-j	p-ā-j	b-ā-b	k-ā-k
Words.	pay	gay	ache	age	page	babe	cake

7. A shaded dash in the Second Position, placed at right angles to a stem, represents the long sound of *o* as heard in the words *sew, roe, dough.*

Signs.

Sounds.	b-ō	g-ō	ō-k	p-ō-ch	j-ō-k	p-ō-p	k-ō-k
Words.	bow	go	oak	poach	joke	pope	coke

8. Method of Placing the Vowels. When a vowel sign is to be read before a consonant stem, it is placed *above* a horizontal stem or at the *left* of any other.



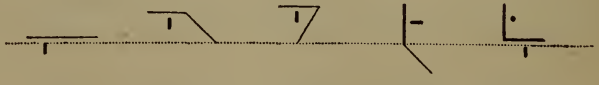
ache oak ape aid owed age

(a) When a vowel sign is to be read after a consonant stem, it is placed below horizontal stems or at the right of any other.

go pay bow day tow jay Joe

9. Positions of Outlines. Outlines having a Second Position accented vowel are placed in the Second Position; that is, on the line.

(a) Outlines of the Second Position having vertical or slanting stems are so written as to have their *first vertical* or *slanting* stem rest on the line.



coke cope coach dope dago

Note.—From now on the student should not only study the principles and observe their application in the shorthand illustrations, but he should carefully and repeatedly practice these illustrations, closely imitating them in every particular.

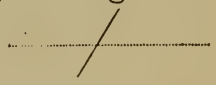
10. Placing Vowels Between Stems. A Second Position *long* vowel occurring between two stems is placed after the first stem.

bake tape cope cake gage joke

11. Word Signs.—A light dot placed the height of Tee above the line of writing represents the word *the*.

(a) A light dot on the line represents *a, an,* or *and*.

(b) A long, right oblique, light line, through the line of writing represents a period; thus,

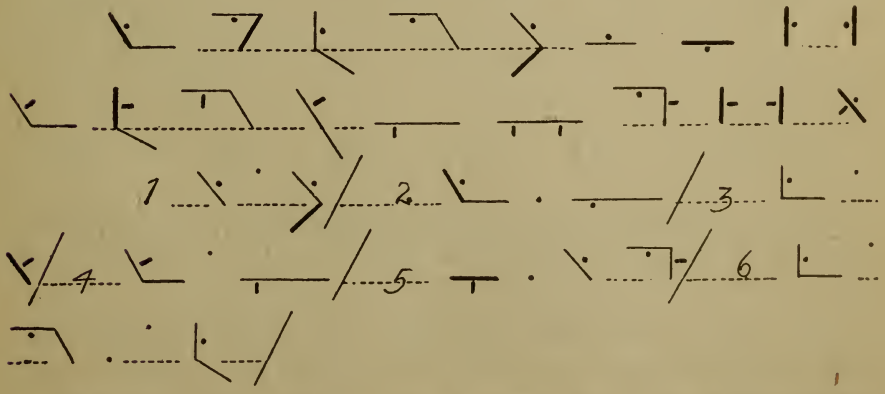


Exercise I, b

Spell phonetically and at the same time carefully write the words of the following exercise several times. Then read, and from memory write the sentences until they can be written accurately and without hesitation. In all sentence practice, avoid placing like signs under one another.

Caution.—Make each character precisely like the copy in all respects. Give a good slant to Pee and Bee, and write Tee and Dee perfectly upright.

Model Practice Work

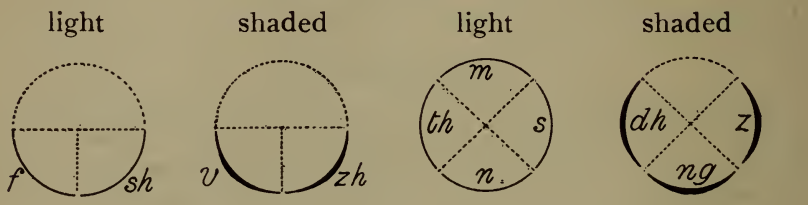


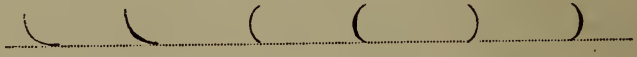
Writing Test.—Bay, ate, dough, gay, ode, ache, eight, dome, gauge, take, poach, opaque.

SECOND LESSON

Curved Stems—Vowels E and Aw

12. The curved stems represent arcs of a circle, and are written in various positions, as illustrated in the diagrams below, each sign being one-fourth of the circle.





(a) Signs.						
Value.	f	v	th	dh	s	z
Names.	Ef	Vee	Ith	Dhee	Es	Zee

(b) Signs.					
Value.	sh	zh	m	n	ng
Names.	Ish	Zhay	Em	En	Ing

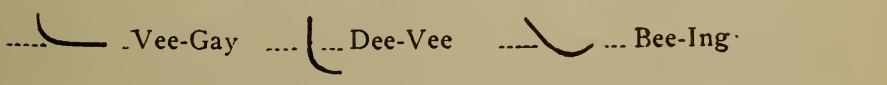
Note.—By associating the curved stems with the corresponding arcs of the circles described above, a correct conception of the position and curvature of each sign is formed.

(c) The foregoing slanting and vertical signs are written downward; the horizontal signs are written from left to right.

(d) Of the foregoing signs, Ef, Ith, Es, Ish, Em, and En are light; Vee, Dhee, Zee, Zhay, and Ing are shaded at the middle, gradually tapering to a light line at the ends.

(e) *Ith* represents the sound of *th* in wrea*th;* Dhee,, *th* in wrea*the;* Ish, *sh* in pu*sh;* Zhay, *zh* in rou*ge;* and Ing, *ng* in so*ng,* ba*ng,* etc.

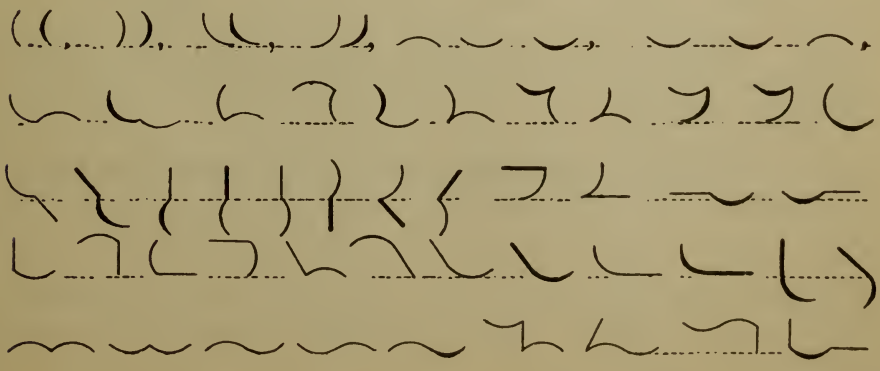
13. Special Junction.—When a shaded curve and a straight stem are joined without an angle, they should be of equal width at the point of junction.



Exercise II, a

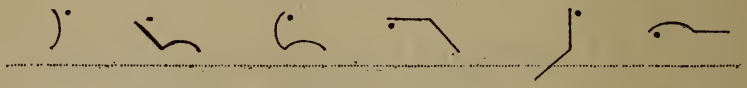
Carefully write each of the following groups until it can be written accurately and freely, naming each sign as it is executed.

Caution.—Observe closely the curvature, slant, and shading of each sign. Do not retrace stems to shade them, but give them the proper shading at the first stroke.



Vowels E and Aw

14. A shaded dot in the First Position represents the long sound of *e* as heard in the words *me, fee, lea.*

Signs. 

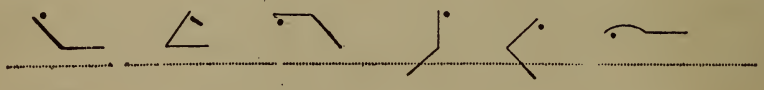
Sounds.	s-ē	b-ē-m	th-ē-m	k-ē-p	t-ē-ch	m-ē-k
Words.	sea	beam	theme	keep	teach	meek

15. A shaded dash in the First Position, placed at right angles to a stem, represents the sound of *aw* as heard in the words *paw, saw, balk.*

Signs.

Sounds.	ch-a-k	d-au-b	th-aw	sh-aw	aw-k	n-aw
Words.	chalk	daub	thaw	pshaw	awk	gnaw

16. Placing Vowels Between Stems.—A First Position Vowel occurring between two stems is placed *after the first stem.*



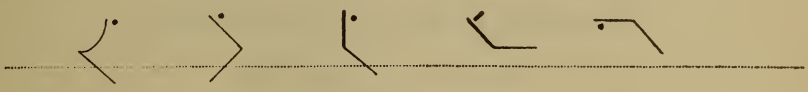
beak chalk keep teach cheap meek

17. Positions of Outlines.—Outlines having a First Position accented vowel are usually placed in the First Position; that is,—

(a) Outlines consisting entirely of horizontal stems are placed the height of Tee above the line;

eke maw knee meek gawk

(b) Outlines having vertical or slanting stems are written so as to have their *first vertical* or *slanting* stem a half-length Tee above the line;

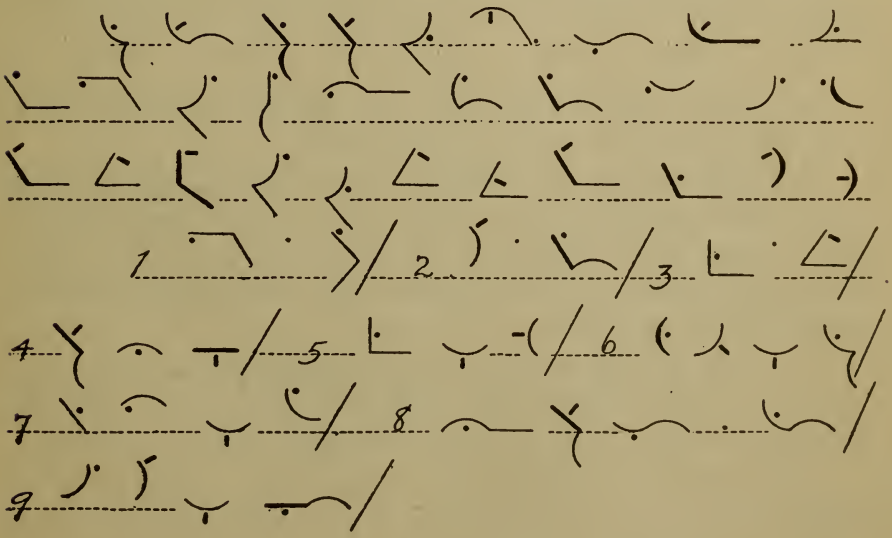


sheep peach deep balk keep

Exercise II, b

Spell phonetically, and carefully write at the same time, each word of the following exercise several times. Then read, and write from memory each sentence until it can be written accurately and freely.

Caution.—In your writing, observe closely the position of the outlines and the proper location of the vowels.



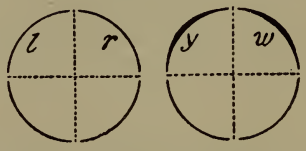
Writing Test.—Me, saw, ease, ace, e'en, quay, deem, cheek, talk, shape, peep, decay.

THIRD LESSON

Consonant Stems (Concluded)

Vowels A and OO

18. The following list of signs concludes the consonant stems. The curved stems are derived from a circle divided in the manner illustrated below:



Signs.						
Value.	r	h	l	r	y	w
Name.	Ray	Hay	Lay	Ar	Yay	Way

(a) Ray, Hay, and Lay are written upward; Ar, Yay, and Way are written downward.

(b) Ray, when standing alone, is distinguished from Chay by a greater slant. However, when joined to another stem, this distinction is unnecessary, as the direction may be determined and the signs identified by the location of the junction.

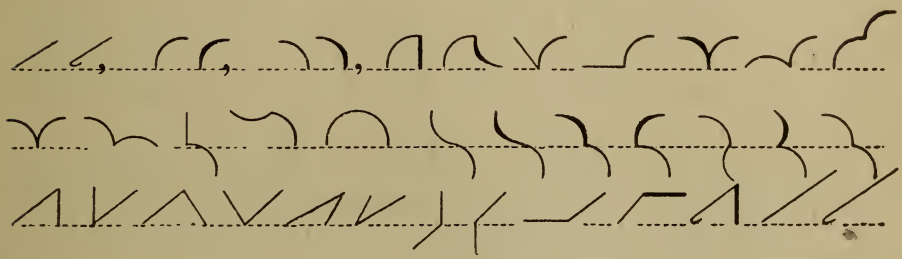
(c) By giving Ray a nearly upright position when joined to other stems, the writer is frequently enabled to secure more compact outlines and sharper angles.

(d) Greater facility in writing and reading is secured by the use of two signs for *r*, a downward curve and an upright straight line. The uses of these two signs will be fully explained in a subsequent lesson.

Exercise III, a

Practice writing each of the following groups several times, naming each sign as it is written.

Caution.—Do not make Ray and Hay any longer than the other stems. Give Ar and Way a good slant.



Vowels A and OO

19. A Third Position shaded dot represents the long sound of *a* as heard in the words, *far, bar, arm.*

Signs.

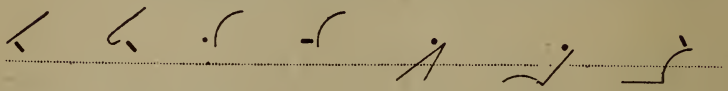
Sounds.	b-ä-r	ä-r-m	b-ä-m	ä-r-k	k-ä-m
Words.	bar	arm	balm	ark	calm

Remark—Though the sound of *a* in such words as *air, fare, bear,* etc., is somewhat modified by the letter *r* following, it is represented by a Second Position shaded dot, the sign for the long sound of *a* in *ale.*

20. A Third Position shaded dash represents the sound of $\overline{oo}$ as heard in the words *food, rood, room.*

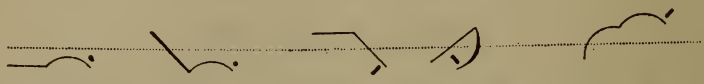
room boom coop rood loop woo coo

21. Since Ray, Hay, and Lay are written upward, First Position vowels are placed at the lower end of these stems; and Third Position vowels, at the upper end.



raw haw eel awl arch mar cool

22. Placing Vowels Between Stems. When a Third Position Vowel occurs between two stems, it is placed *before the second stem.*

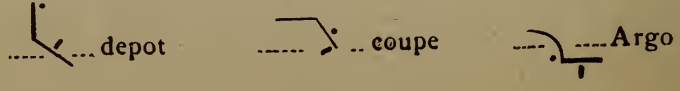


calm balm coop rouge loom

Note.—The purpose of restricting the location of First and Third Position vowels between two stems is to avoid placing them in angles.

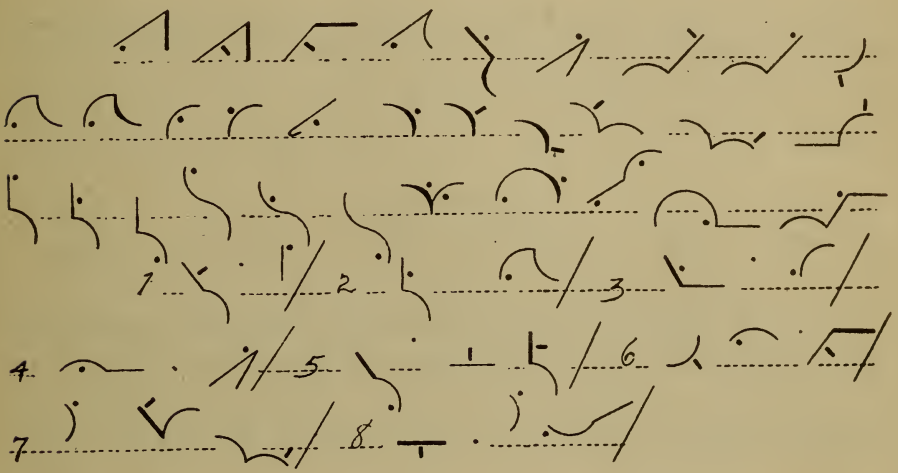
23. Positions of Outlines. An outline having a Third Position accented vowel is usually placed in the Third Position; that is, the first ascending or descending stem is placed through the line of writing. If the outline consists entirely of horizontal stems, it is placed a quarter-length of Tee below the line. (See 20, Examples.)

(a) Outlines of words having more than one vowel are placed in the position of the accented vowel.



Exercise III, b

Spell, and write at the same time, each word of the following exercise several times. Write the sentences until they can be written accuratly and without hesitation. Be prepared to write the key from dictation and to read back your notes readily.



Writing Test.—Lee, law, shoe, doom, leap, pool, calm, pawl, meal, Pawnee, Owego, coo-coo.

FOURTH LESSON

The Light Dot Vowels

24. A light dot in the First Position represents the short sound of *i* as heard in the words *mit, sit, bit.*

Signs.

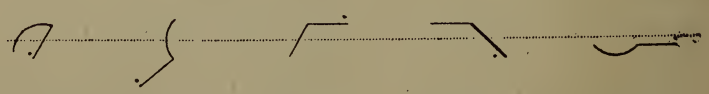
Sounds.	r-ĭ-p	ch-ĭ-p	p-ĭ-l	n-ĭ-k	k-ĭ-k
Words.	rip	chip	pill	nick	kick

(a) A light dot in the Second Position represents the short sound of *e* as heard in the words *met, set, bet.*

Signs.

Sounds.	p-ĕ-k	r-ĕ-k	n-ĕ-k	k-ĕ-g	f-ĕ-ch
Words.	peck	wreck	neck	keg	fetch

(b) A light dot in the Third Position represents the sound of *a* as heard in the words, *mat, sat.*

Signs. 

Sounds.	l-ă-ch	th-ă-ch	r-ă-k	k-ă-b	n-ă-k
Words.	latch	thatch	rack	cab	knack

25. The location of the First and Third Position short vowels between stems is governed by the rules that govern long vowels of the First and Third Positions. (See 16 and 22.)

(a) Second Position short vowels occurring between two stems are placed *before the second stem.*

deck read bell wreck neck keg

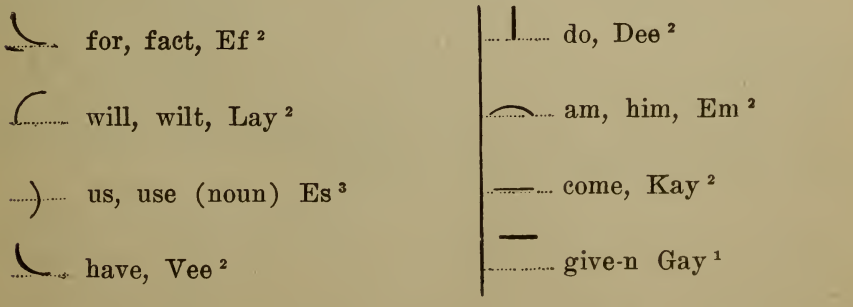
Note.—Contrast this location of Second Position short vowels with that of Second Position long vowels, illustrated in Par. 10. The object of this discrimination is to establish a more positive distinction between the light and the shaded vowels of this position when imperfectly made.

Word-Signs

26. Some words, on account of their frequency, are provided with brief unvocalized forms of a single stem, named word-signs. It often happens that one word-sign represents two or more different words, in which case the reader determines which is intended in each particular instance by reference to the context or sense of his notes.

27. Vocabulary

Following is a list of words with their signs at the left, and the names of the signs, with their positions indicated by figures, at the right:

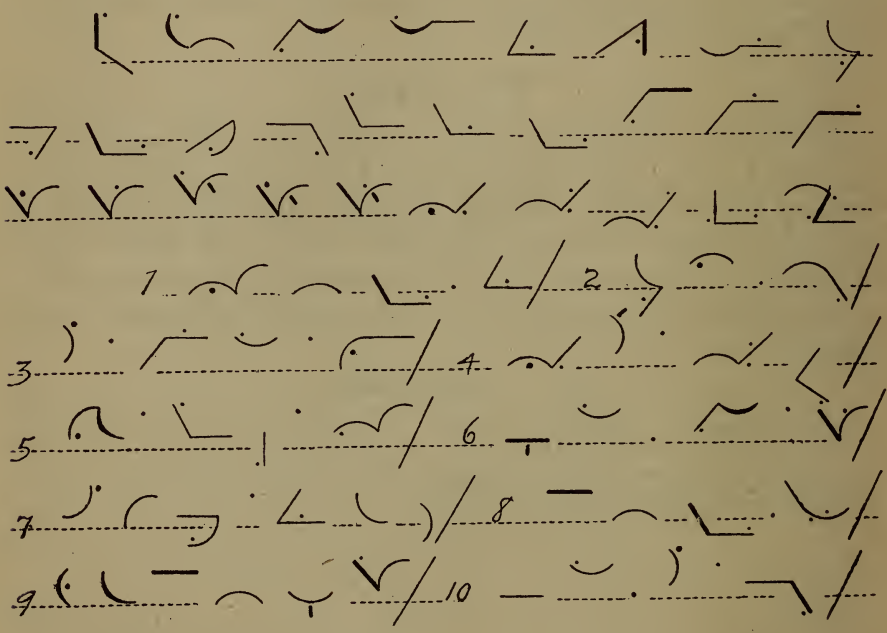


Note.—The hyphen and *n* following the word *give* indicate that both *give* and its derivative *given* are represented by the same sign, *Gay*[1].

Exercise IV

Spell, and write at the same time, each word of the following exercise several times. Read, and then write from memory, each sentence until it can be written accurately and without hesitation. Be prepared to write the key from dictation and to read back your notes readily.

Caution.—Be sure to write the vowels beside the proper stems, on the proper side and very near them, and in their proper positions.



Writing Test.—Ash, edge, gig, match, peg, pitch, ask, mesh, gaudy, moody, data, attack.

FIFTH LESSON

The Light Dash Vowels

28. A light dash in the First Position represents the short sound of *o* as heard in the words *dog, mock, shop.*

Signs.

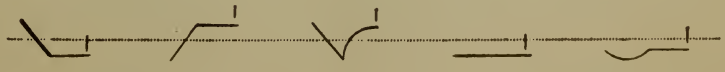
Sounds.	f-ŏ-b	d-ŏ-k	b-ŏ-ch	sh-ŏ-k	n-ŏ-k
Words.	fob	dock	botch	shock	knock

(a) A light dash in the Second Position represents the short sound of *u* as heard in the words *up, cup, pug.*

Signs.

Sounds.	r-ŭ-g	r-ŭ-ng	t-ŭ-ch	n-ŭ-j	m-ŭ-g
Words.	rug	wrung	touch	nudge	mug

(b) A light dash in the Third Position represents the short sound of *oo* as heard in the words, *took, rook, full.*

Signs. 

Sounds.	b-o͝o-k	r-o͝o-k	p-ŭ-l	k-o͝o-k	n-o͝o-k
Words.	book	rook	pull	cook	nook

(c) Though the sounds of *e, i,* and *u,* in such words as *her, fir, fur,* etc., are somewhat modified by the letter *r* following, *e* and *i* are usually represented by the Second Position light dot, and *u* by the Second Position light dash.

29. The placing of the light dash vowels between stems is governed by the rules that govern the placing of the light dot vowels. (See 10, 16, and 22.)

Dash Vowel Word Signs

30. Dash vowel signs (quarter-length stems) used independently of consonant stems are employed as word-signs and are written in various directions, the height of Tee above the line, on the line, and a quarter-length Tee below the line. These dash vowel word-signs are named Petoid, Bedoid, Tetoid, Dedoid, Chetoid, Jedoid, Ketoid, or Retoid according as they are light or shaded and in the direction of Pee, Tee, Chay, Kay, or Ray.

31. Vocabulary

it, Tee [2]

be, Bee [2]

which, change-d, Chay [2]

large, Jay [3]

shall, shalt, Ish [2]

her, here, hear, Ar [1]

your, Yay [2]

of, Petoid [1]

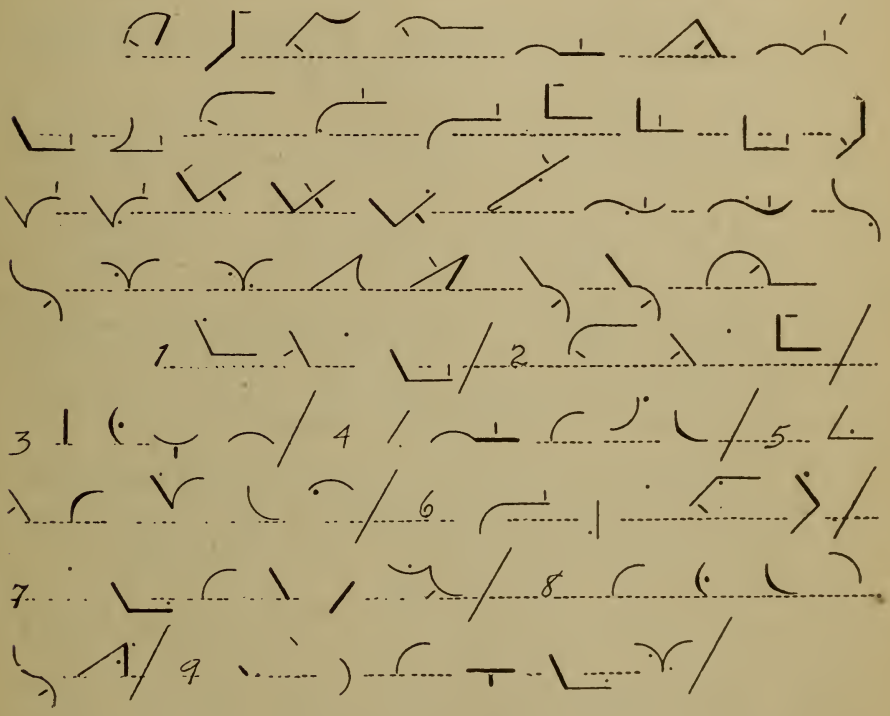
to, Petoid [2]

two, too, Bedoid [2]

Exercise V

Spell phonetically and at the same time write each word of the following exercise several times. Read, and then write from memory, each sentence until it can be written accurately and without hesitation. Be prepared to write the key from dictation and to read back your notes readily.

Caution.—Be sure to observe the rules regarding the location of vowels between stems.



Writing Test.—Mull, cog, took, chop, pull, mush, push, buggy, cookie, minnow, mummy, gaudy.

SIXTH LESSON

Diphthongs

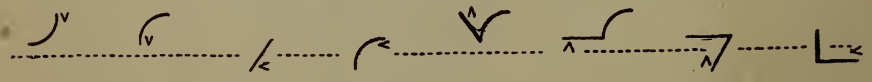
32. There are four dipthongs, as heard in the words *buy, boy, bow, and dew.* These diphthongs are represented by a small caret pointing in various directions and placed in the First and Third Positions only.

(a) Following is a diagram showing the directions and positions of these diphthong signs:

i or y	oi or oy	ou or ow	ew or ue
as in tie	as in toy	as in out	as in due

(b) The directions of the diphthong signs are fixed and, therefore, unlike that of a dash vowel, do not vary with the slant of the stem. The two dashes comprising these signs are written without lifting the pen.

33. In respect to order of reading and location between stems, the diphthong signs are governed by the same rules as the simple vowels. (See 16 and 22.)



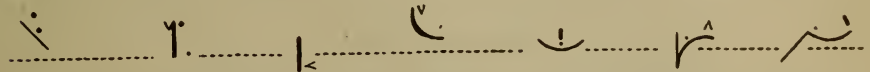
shy lie chew lieu boil coil couch duke

34. When convenient, a diphthong sign may be joined to the stem it accompanies.

ivy iota item oil bow endow cue

Note.—When there is a connected dipthong, an outline having a vertical or slanting stem may be placed in the Second Position.

35. When two vowels are placed on the same side of a stem, that which is heard next before or after the consonant is written nearer the stem.

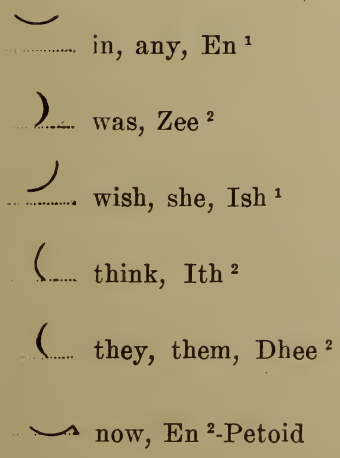


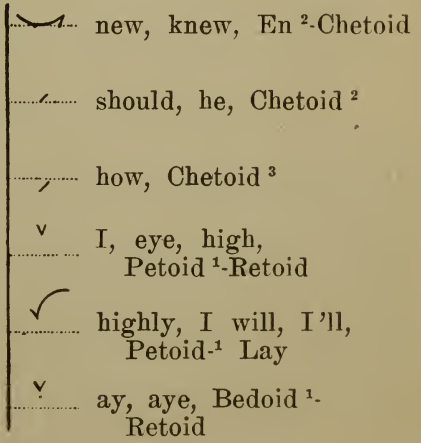
payee idea Dewey via Owen towel ruin

(a) When two vowels occur between two stems, it is advisable, when convenient, to place one beside each stem.

chaos poem peon Viola Zion

36. Vocabulary




new, knew, En 2-Chetoid
should, he, Chetoid 2
how, Chetoid 3
I, eye, high, Petoid 1-Retoid
highly, I will, I'll, Petoid-1 Lay
ay, aye, Bedoid 1-Retoid

37. Derivatives of Sign Words. The derivatives of sign words are usually expressed by joining to the sign

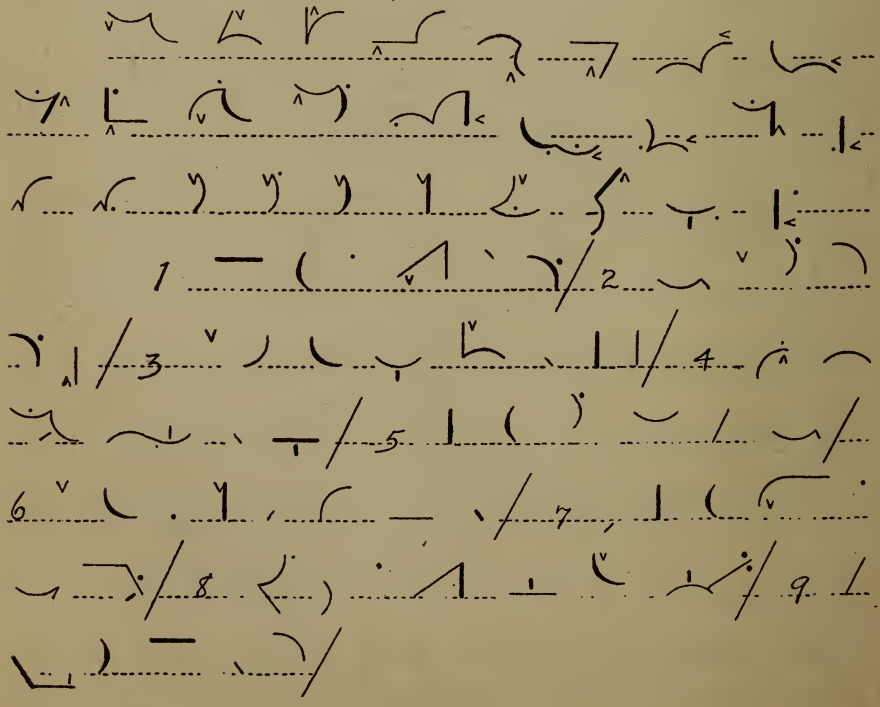
of the primitive word the additional consonant or consonants of the derivatives.

eyeing height higher hearer enlarge largely being

Exercise VI

Spell phonetically and write each of the following words several times. Write each sentence from memory until it can be written accurately and without hesitation. Be prepared to write this exercise from dictation and to read back your notes readily.

Caution.—See that the diphthong signs are made sharp-pointed, pointing in the proper direction, and placed near the stems in the proper positions.



Test Words, VI

Copy, in columns, the following words, and opposite each write its equivalent in shorthand, placing the outlines in their proper positions and the vowels beside the proper stems. Submit this shorthand copy to the teacher for examination and approval.

After it has been approved, practice it sufficiently to be prepared to take it accurately from dictation and to read back your notes readily.

dome	cope	gong	honey
dumb	cup	vouch	olive
doom	coop	ink	oakum
bail	took	lath	awoke
bell	game	lathe	damage
tape	gem	coffee	tobacco
tap	jam	navy	poet
pick	keg	putty	eighty
pike	gnash	duty	adieu
tub	tooth	heavy	alloy
tube	bathe	valley	doughty
balk	mile	gawky	(Each mistake
shop	mill	lobby	is 2 demerits)

Admonition

The importance of an extensive general vocabulary cannot be emphasized too strongly. It is an indispensable adjunct to the equipment of the stenographer who would take notes intelligently and transcribe them with any degree of accuracy. This vocabulary can only be acquired by constant and persistent reference to a standard dictionary for all new and strange words encountered. Begin now.

Do not pass this grade until it is mastered in every detail.

SECOND GRADE

SEVENTH LESSON

38. Certain frequently occurring consonants and consonantal groups are provided with brief, easily written signs in the form of circles, loops, semi-circles, and hooks. These brief signs are introduced at various stages of this course.

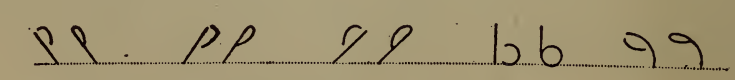
Circles and Loops

(a)

Signs.				
Sounds.	s or z	ses or sez	st or zd	str
Names.	Iss	Ses	Steh	Ster

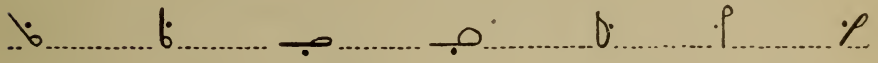
(b) Circles and loops are not employed alone (except as word-signs) but are joined to stems, initially and finally.

(c) Circles and loops, when joined to straight stems, must be turned in a particular direction; namely in the direction of the longhand letter *O*. They are written on the side of the stem, the stem itself forming a part of the circle or loop; thus,



Steh-Pee Steh-Jay Ray-Ster Tee-Ses Steh-Ar

39. A circle or loop at the end of a stem is read last; that is, it is read after the stem and its accompanying vowels. At the beginning of a stem, it is read first; that is, before the stem and its accompanying vowels.



p-ā-s	d-ā-z	g-ā-zd	k-ā-ses	t-ĕ-ster	s-ĕ-t	st-ā-j
pace	days	gazed	cases	tester	set	stage

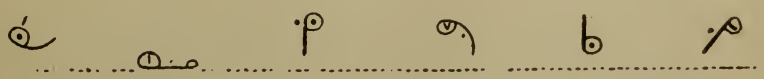
40. The circles and loops are joined to curve-stems by turning them on the *inside* of the curve.

face niece most luster same stem store sting

(a) *S* or *z*, after a loop or large circle, is expressed by an Iss-circle turned on the opposite side of the stem.

guests rests vests possesses coasters musters

41. The Ses-circle may be vocalized by placing the required vowel inside the circle.



season Sussex secede sizer disease sausage

Note.—A little practice will enable the reader to determine whether this vowel is intended for a First, Second, or Third Position vowel. A Second Position light dot in this location

need not be expressed, as the name of the circle contains that vowel.

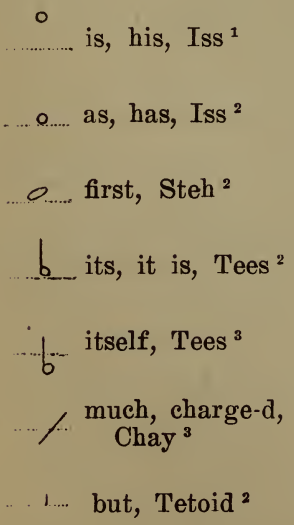
42. The Steh-loop is not employed when a vowel occurs between *s* and *t*, nor when a final vowel immediately follows *st*. In these instances, *t* is expressed by its stem.

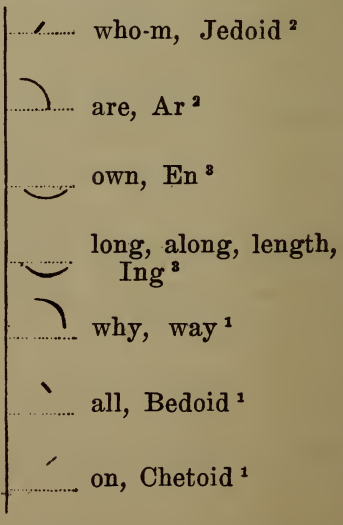
upset rosette gazette hasty besiege visit

43. The Ster-loop is not employed at the beginning of an outline.

44. Circles and loops joined to stems are named in conjunction with those stems, when they can be conveniently spoken in this way; thus, Spee, Kays, Enst, Rayster.

45. **Vocabulary**

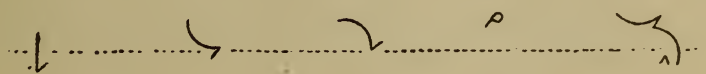




Note.—A circle or loop may be added to word-signs for such derivative word-signs as thinks, things, ours, yours, longest, etc.

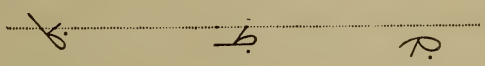
Ticks for The, A, An, And

46. The word *the* is more frequently represented by a light slanting tick joined at the end of an outline or between words. This tick should be written in that direction which will secure a sharp angle at its junction.



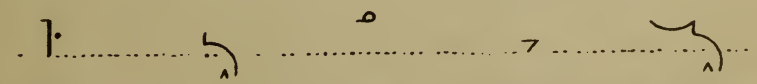
at the for the are the is the in the hour

(a) The *the-tick* following a loop does not cross the stem, but is made as illustrated below:



past the cast the master the

47. The word *a, an,* or *and* is more frequently represented by a light dash written in the direction of Tee or Kay and joined to a following word or between two words.



a day an hour and is and should in an hour

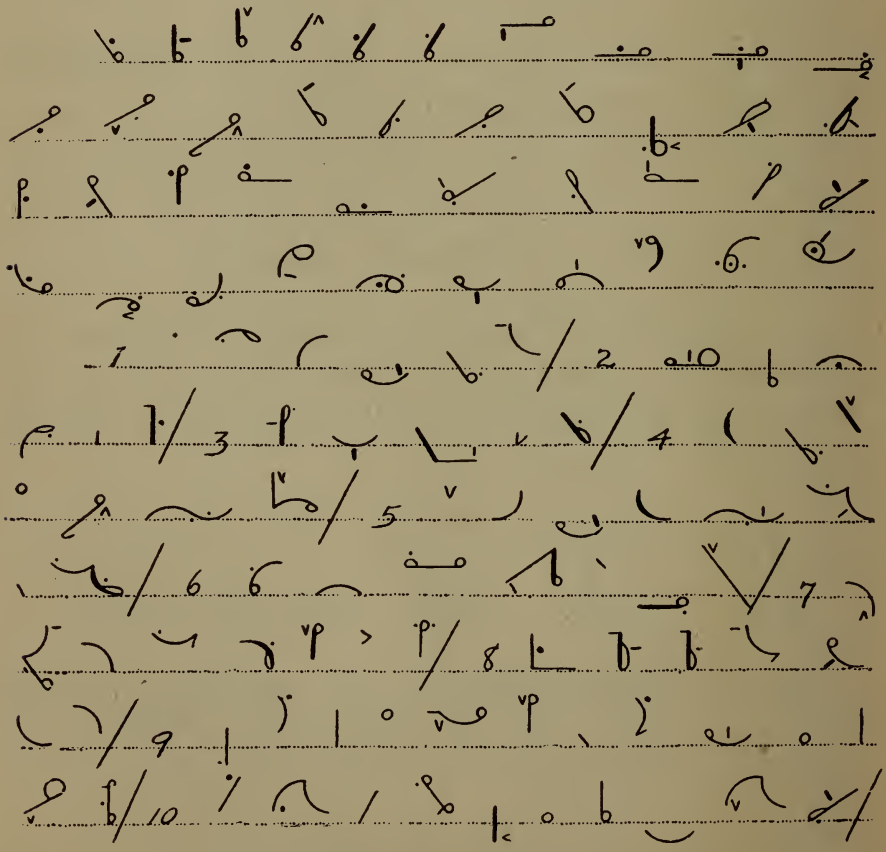
Note.—In phrases, the sign for *a, an,* or *and* has no individual position, but adapts itself to the position of the following word. The direction of this dash is determined by the direction and formation of the following sign. A sharp angle at their junction is always to be preferred.

When *a, an,* or *and* does not join conveniently to a following sign, it is expressed by the dot on the line.

48. The ticks for *the, a, an,* and *and* are named Petoid, Retoid, Chetoid, Ketoid, or Tetoid, as the case may be.

Exercise VII

Caution.—Make a positive distinction between the small circles or loops and the large circles or loops by making the latter quite large. Be sure to completely close the circles and loops to the side of the stems.



Test Words, VII

stow	oppose	stitch	possesses
seat	edges	honest	in the
siege	dose	lists	see the
sake	odes	attests	has the
sofa	doze	supposed	a day
soothe	dozed	solaces	a cause
sash	doses	semester	and is
sail	signs	disease	and has
slay	suppose	system	and on
sum	fast	utmost	an hour
sown	least	boaster	in an hour
snow	steal	investors	(A mistake is
choose	stem	teamsters	2 demerits.)

Movement Exercises, VII

Write in shorthand a copy of the following sentences, and submit it to the teacher for examination and approval. Then write this corrected copy, sentence by sentence many times, pronouncing each word as it is written. Continue this practice until each sign can be executed accurately and freely.

a. A small leak will sink a large ship.
b. Enough is a feast; too much is vanity.
c. Empty is the life which thinks but of itself.
d. He lives the longest who thinks and does the most.
e. Few of us know how to give advice.

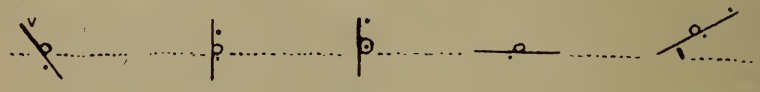
EIGHTH LESSON

Circles and Loops Between Stems

49. The circles are frequently employed between stems, and when so located should be turned in the regular way; namely, in the direction of the long hand letter *O* when convenient.

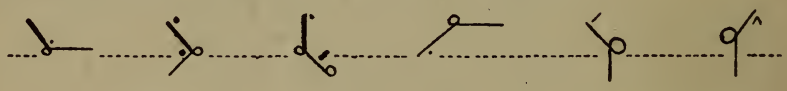
50. Following are specific rules for the proper turning of the circles between stems:

(a) Between two straight stems in the same direction, a circle is turned in the *regular way*;



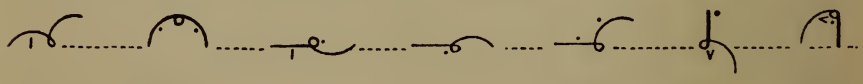
biceps tasty desist cask rosary

(b) Between two straight stems in different directions, a circle is placed *outside* the angle:



bask beseech dispose risk possessed choicest

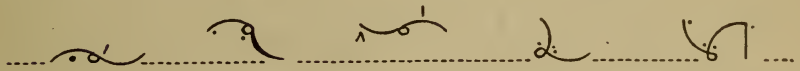
(c) Between two curves, or between a straight stem and a curve-stem, a circle is turned on the *inside* of the *curve,* when convenient;



muscle lesser cousin chasm excel desire lucid

Note.—Observe that in such words as muscle, chasm, etc., the vowel occurs between a *stem* and a *circle* and is placed after the *first* stem. As the vowel in these words does not occur between two *stems,* rules 22 and 25 (a) do not apply.

(d) Between two curves, it is sometimes necessary to turn a circle on the back of one of the curves:

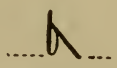


mason missive noisome assassin facility

51. The loops are occasionally employed between stems, but the stem following a loop in this location should never cross the preceding stem.

Deest-En

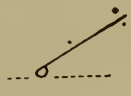
Jayst-Ef



Deester-Bee

52. The Iss-circle is joined at the beginning of Hay by converting the hook on Hay into a circle.

Soho



Sahara

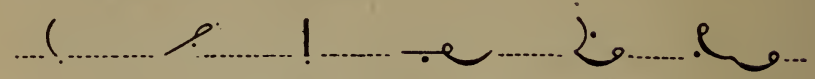
53. The prefixes *con, conn, com, comm, cum,* and *cog,* are represented by a light dot at the beginning of an outline.

conceit conceal connive compose commence

Note.—The con-dot should be written before the outline is started.

54. A light dot at the end of an outline represents the affix *ing;* a shaded dot, *ings.* In connection with

nouns and adjectives, this affix may be expressed by the stem Ing, when convenient.



thinking resting doings casings sayings savings

55. Positions of Outlines Restricted. All distinctive outlines may generally be placed in the Second Position, regardless of the accented vowel; that is,

(a) Outlines of three stems or more;

(b) All primitive outlines of two stems plus an initial or medial circle or loop;

(c) All primitive outlines of two stems plus an initial or final hook (taken up in subsequent lessons.)

(d) All other characteristic outlines that are not liable to clash with other outlines of similar construction of the Second Position.

The above principle does not apply to outlines having a First Place accented vowel, and consisting entirely of horizontal stems.

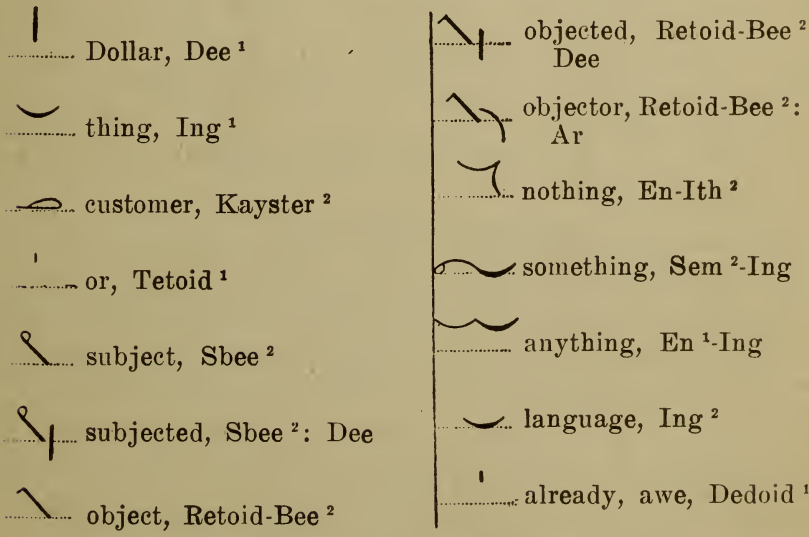
56. Omission of Vowels. The experienced stenographer increases his speed very much, and without impairing the legibility of his notes, by writing only the outlines of words, omitting all but the accented vowels. Even the accented vowels he frequently omits, and in reading the unvocalized forms, he is guided by their general appearance, their positions with reference to the line, and by the context, or sense.

There are many instances, however, when even the general practitioner finds it expedient to express some vowels. Indeed, insufficient or faulty vocalization may frequently occasion a material change in the interpretation of a whole sentence.

It is, therefore, important that all the principles of vocalization should be as thoroughly mastered as if the vowels were in constant use; for, when they are needed, they must be expressed quickly, and if they are to serve their purpose, they must be expressed accurately. On this account the student is cautioned not to neglect this branch of his study.

Throughout this course the first copy of all Test Words, all Grade Tests, and all Movement Sentences should be written in outlines fully vocalized. In all practice work only the accented vowels and semi-circles need be expressed.

57. Vocabulary



Note.—A colon between the names of two signs indicates that the signs so separated are to be written separately, but near one another.

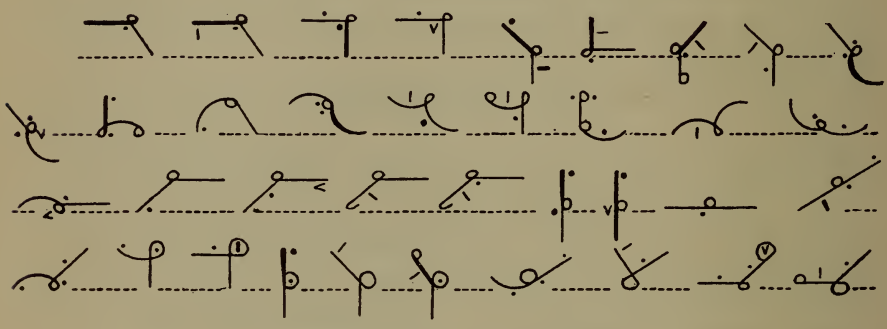
When a word-sign does not express the last consonant of its sign-word, the additional consonant of a derivative is usually disjoined from the primitive form. Thus, since the consonant *t* of the word *subject* is not expressed in Sbee (the word-sign), the additional consonant *d* of the derivative *subjected* is expressed by Dee disjoined.

Exercise VIII

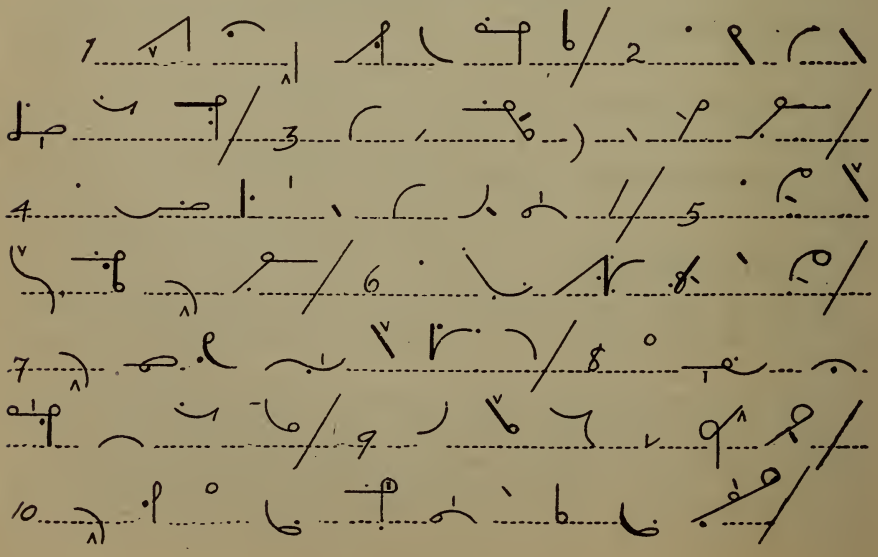
Read, and then write from memory, each of the following sentences, several times, omitting all but the accented vowels. Be prepared to write the key from dictation and to read back the notes readily.

Caution.—Guard against the tendency of slightly curving a straight stem when it is accompanied by a circle or loop at both ends of it, or when a circle occurs between two straight stems in different directions.

Word Practice



Sentence Practice



Test Words, VIII

bestow	keepsake	capsized	namesake
tacit	chastise	incisive	hoisting
upset	damask	successive	siding
disc	chasten	bosom	casting
dusk	dismal	lisp	facing
missile	vicinity	misjudge	shavings
succeed	insanity	justice	necessity
castle	mucilage	dispossesses	desist
visit	famously	allowing	conveyance
cousin	facility	charging	composite
chasm	moisten	deposit	commune
absence	passive	despatch	(A mistake is
capacity	hasten	dismissal	2 demerits.)

Movement Exercise, VIII

Write in shorthand one copy of the following sentences and submit it for examination. After it has been approved, practice writing each sentence from memory, omitting the vowels after the second writing and pronouncing each word as it is written. Continue this practice until each sign can be executed accurately and freely, and until the movement of the hand in passing from one form to another is smooth, regular, and unhesitating.

a. Nothing succeeds like success.

b. Necessity has, or knows no law.

c. Despatch is the soul of business.

d. To excite envy is to make enemies.

e. Life itself decays and all things are daily changing.

NINTH LESSON

Es and Zee Stems—When Used

58. *S* and *z* are usually expressed by their brief signs; their stems, however, are sometimes employed to provide a position for vowels.

59. Use the stem for *s* or *z*,—

(a) When s is the only consonant sound,

say

sea

seas

(b) When the sound of *s* follows an initial vowel;

ask

assume

essence

(c) When the sound of *s* or *z* precedes a final vowel;

mossy

racy

noisy

(d) When *z* begins a word;

zest

zeal

zero

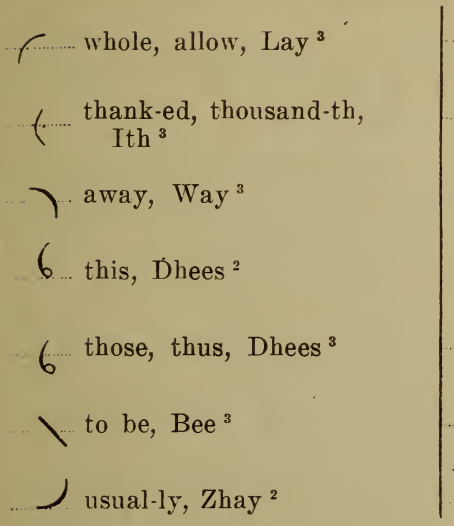
(e) When *s* or *z* is immediately preceded or followed by two concurrent vowels.

science

chaos

joyous

60. Vocabulary



(a) Derivatives.—Hopeless, Pee^3-Lays; unhappily, En-Pee^3-Lay; unexpected, Ens-Pee^2; unsatisfactory, Ens-Tee^3; dissatisfy, Dees^3-Tee; wholly, Lay^3-Lay; allowance, Lay^3-Ens.

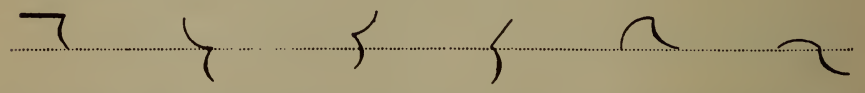
Note.—From now on, the vowels may be omitted from the following common and frequently occurring words: up, by, at, out, each, if, few, no, know, me, my, see, so, use (noun), use (verb), why, way, our, and these.

Phrasing

61. The shorthand signs of two or more closely related words are frequently joined together. Judicious phrasing increases speed of writing, inasmuch as many liftings of the pen and shiftings of the hand are avoided. Phrasing also imparts to a group of connected signs a certain degree of individuality not possessed by the individual signs written separately, and legibility is enhanced in consequence.

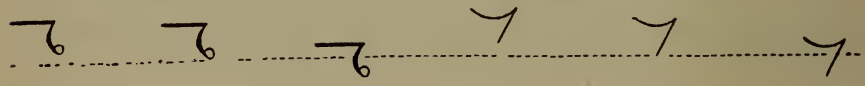
However, only such words should be joined as are familiar and go naturally together, and whose junction is easy and distinct. Moreover, long and cumbersome phrases and those extending too far above or below the line of writing, are to be avoided.

a. The first word-sign of a shorthand phrase is usually placed in its own position, the remaining signs of the group adjusting themselves accordingly.



give them for them she was which was will have may have

b. In phrases, a First Position word-sign sometimes has its distance above the line slightly increased or diminished in order to bring a second word-sign in its own position.



give these give this give those in each in which in charge

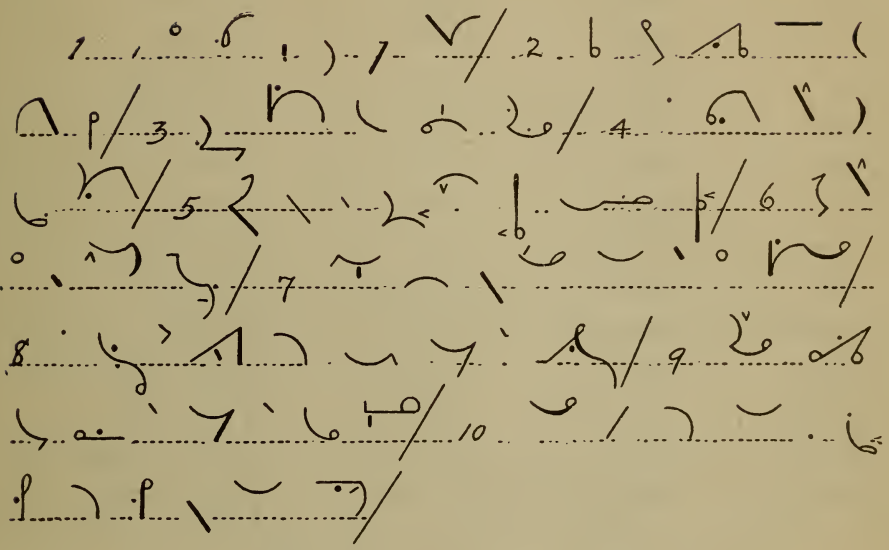
62. The sign for *I*, when joined to a following word, is expressed by a light tick in the First Position, usually slanting in the direction of Pee, Chay or Ray.

I will I am I know I do I shall I hear

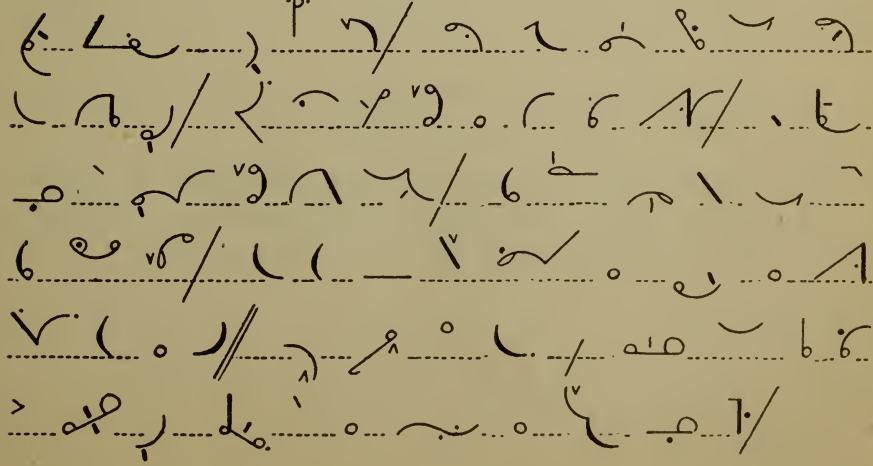
Exercise IX

Caution.—Give Ray a more upright position when this will secure a sharper angle at its junction to another stem. This will remove the danger of deforming certain outlines.

Sentence Practice



Letter No. 1



Test Words, IX

saw	assize	Jessie	in these
sue	assist	lasso	in those
ace	sack	busy	by them
essay	ask	cozy	by which
ease	sap	zeal	I was
says	asp	zest	I hope
cease	acid	zion	I will be
easel	bias	zealous	I think
zodiac	assume	ensue	happily
chaos	rose	will do	which was
joyous	rosy	will say	hopelessly
Jewess	haze	give them	(Each mistake is
pious	hazy	by his	2 demerits)

Movement Exercise IX

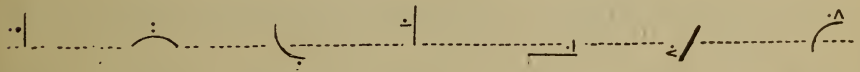
Submit a shorthand copy of the following sentences for examination and approval. Practice on the corrected copy, omitting the vowels after the second writing, but pronouncing the words as they are written. Continue this practice until all the halting pauses between the words have entirely disappeared. Avoid all unnecessary movements of the hand.

a. To lose hope is to seek death.
b. Variety adds spice and zest to life.
c. Success never comes to him who never expects it.
d. Right, duty, and justice are the bases of honesty.
e. Give us your ideas, but keep your ideals.

TENTH LESSON

Different Modes of Expressing H

63. As has already been stated, the stem Hay represents the sound of *h*. This letter is also frequently expressed by a brief sign in the form of a light dot named *Heh*. This *Heh*-dot is always read before the vowel or diphthong it accompanies, beside which it is placed in the manner illustrated below:



hate hem half hut hook huge howl

(a) The *Heh*-dot is usually employed for *h* between stems, and in most cases where no specific rule is given for the use of Hay.

adhere boyhood exhale mishap handsome exhume

(b) When *h* follows the Way-stem, the *Heh*-dot is placed between the Way-stem and the following vowel.

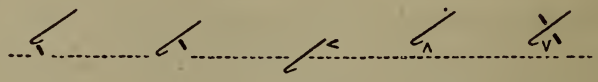
whey whiz whistle whisk awhile

Note.—The experienced writer usually omits the *Heh-dot,* and is able to readily detect its implication by the suggestion of the remainder of the word, or by the aid of the context. The vowel immediately following an omitted *Heh*-dot should always be expressed.

Uses of the Hay Stem

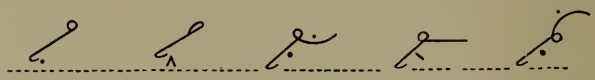
64. The Hay-Stem is employed—

(a) When *h* is the only consonant;



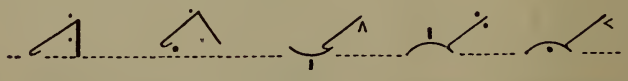
haw hoe hue ahoy Ohio

(b) When initial *h* is followed by the sound of *s* or *z;*



hiss hoist hasten husk hazel

(c) When *h* is preceded by an initial vowel or followed by a final vowel;

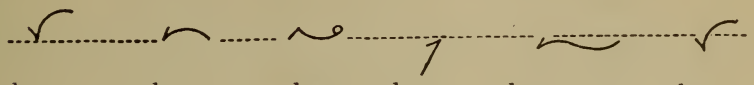


ahead aheap nohow Omaha Mayhew

(d) When *h* is initial and accompanied by a single stem which is preceded and followed by a vowel; also in derivatives of such words;

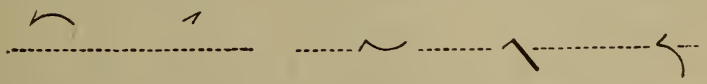
hobby harrow holly haughty haughtily

65. In phrases, the direction of the word-sign for *he* is changed to that of Pee or Ray, if more convenient.



he will | he may | he knows | how much | how many | how will

(a) In phrases, the sign for *on, should,* and *how* may be written upward or downward, as convenience may require.



on me | on the | should know | should be | should hear

66. Vocabulary

yours, yourself, Yays [2]

though, thou, Dhee [3]

together, ago, Gay [2]

always, Lay [2]-Ways

also, will say, Lay [2]-Es

Michigan, machine, Em-Ish [2]

into, En-Tee [2]

refer-red-ence, Ray [2]-Ef

herewith, Ar [1]-Ith

whose, who is, who has, Jedoid [2]-Iss

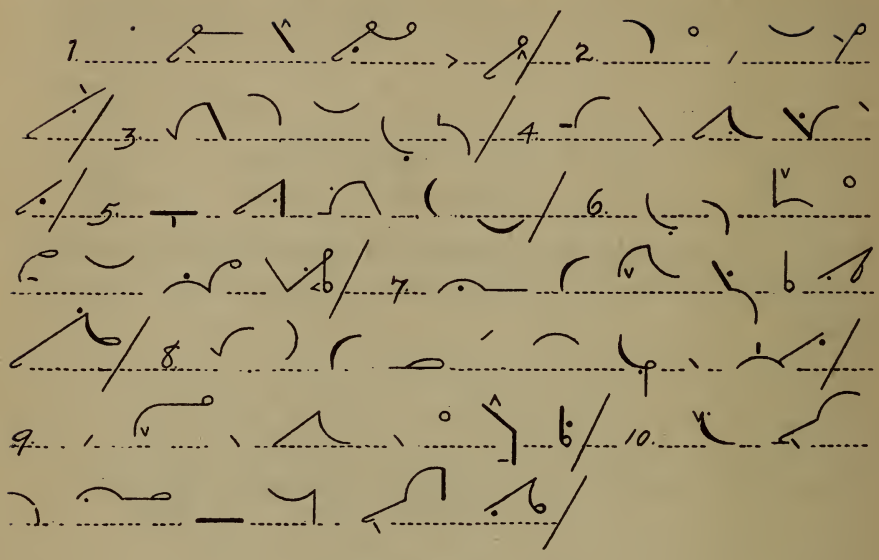
should the, Chetoid [2]-Retoid

and a, and an, Ketoid [2]-Tetoid

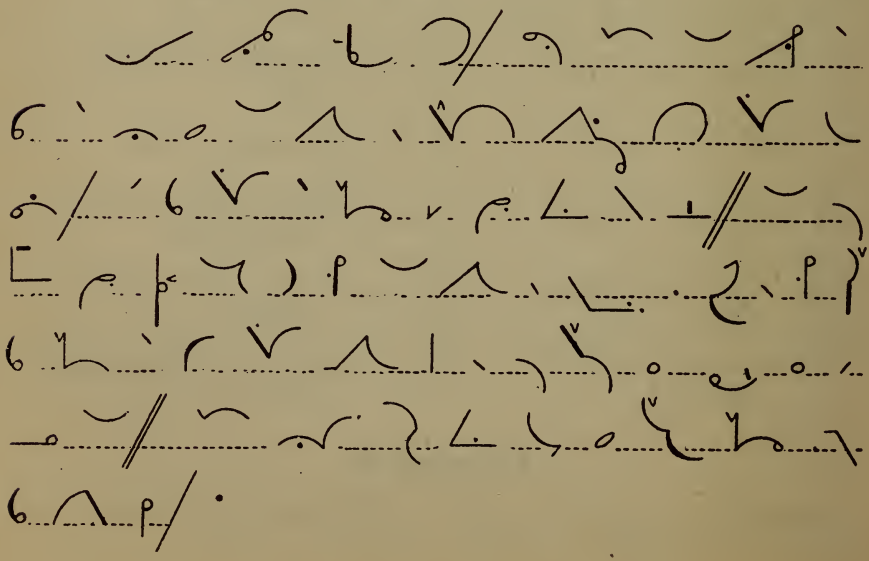
Exercise X

Caution.—Do not make the Hay *Heh*-dot stem too long, and make its hook perfect in shape.

Sentence Practice



Letter No. 2



Test Words, X

heat	halve	hobby	but the
hedge	heavy	hustle	he may
hoe	howl	hansom	he knows
hot	hence	ahead	he has
hook	honey	boyhood	who has
hiss	whey	behalf	on my
Hugh	hinge	husky	on the
huge	hurry	enhance	how much
hide	health	harrow	how many
hill	whist	abhor	he leaves
hilly	whisky	somehow	he was
huckster	halo	mayhem	(Each mistake is
hissed	homage	hockey	2 demerits).

Movement Exercise, X

a. He laughs best who laughs last.

b. Happy is he who has nothing to lose.

c. Have the sunny smile of the small boy.

d. How dull is he whose life is all holidays.

e. Help those who are needy, but never ask help yourself.

THIRD GRADE

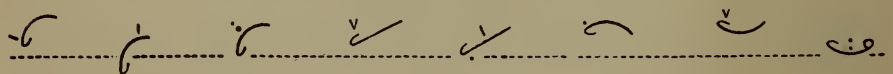
ELEVENTH LESSON

The Semi-Circle—A Brief Sign for W

67. The sound of *w* is frequently expressed by a brief sign in the form of a semi-circle (⊂ or ⊃) opened to the right or left. These signs are named Weh and Wuh, respectively.

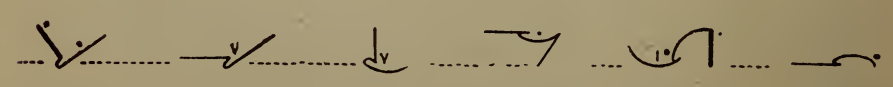
(a) The brief sign for *w* may be joined at the beginning of any stem except Hay. When joined to Lay, Ray, Em, and En, it takes the form of a small hook. The w-hook and Lay, Ray, Em and En are named, Wel, Wer, Wem, and Wen, respectively.

(b) The brief sign for *w,* joined at the beginning of a stem, like the brief sign for *s* and *h,* is always read first; that is, before the stem and its accompanying vowels.



wall wool whale wire worry whim wine whence

(c) The w-hook may be employed between stems.



beware quire twine quench unwieldly qualm

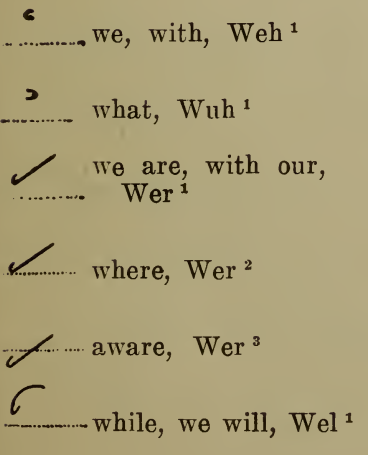
68. An Iss-circle is sometimes converted to a Ses-circle to add the sign for *is, his, as,* or *has.*

this is this has as soon as is is as

(a) The signs for *is, his, as,* or *has,* beginning a phrase, are sometimes placed out of their positions, when the legibility of the *following* sign depends on *its* position.

as though as if as to as much as his own

69. Vocabulary



we, with, Weh [1]

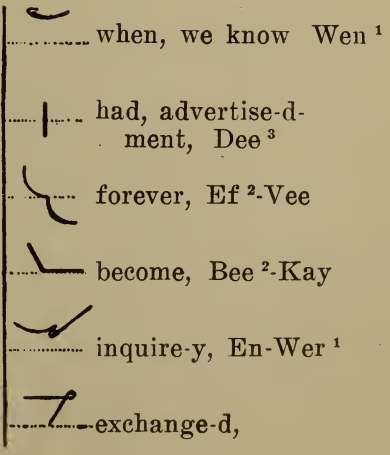
what, Wuh [1]

we are, with our, Wer [1]

where, Wer [2]

aware, Wer [3]

while, we will, Wel [1]



when, we know Wen [1]

had, advertise-d-ment, Dee [3]

forever, Ef [2]-Vee

become, Bee [2]-Kay

inquire-y, En-Wer [1]

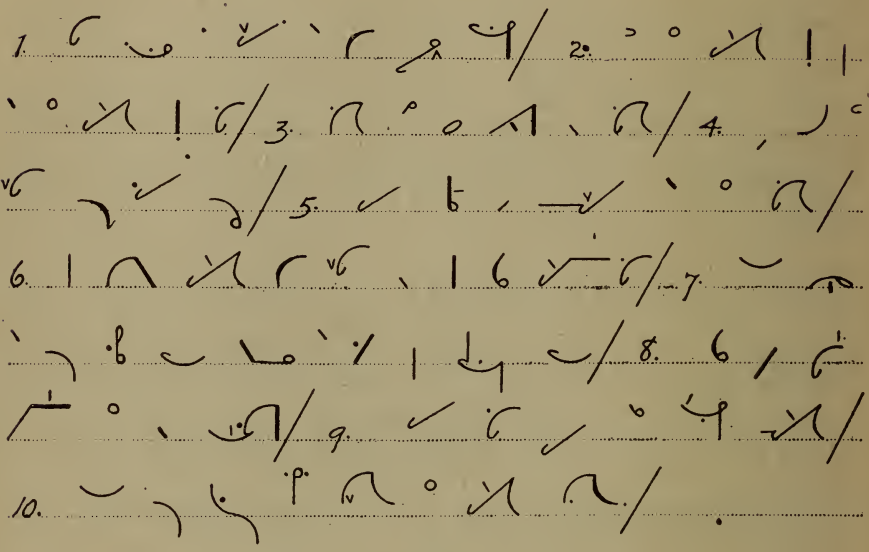
exchange-d,

69, (a) *We* and *with* may be joined to outlines beginning with Ray, Lay, Em, or En in the same manner, as in *we are, we will, we know,* and *we may.*

Exercise XI

Caution.—Be careful neither to close the w-hook nor to give it an angular form.

Sentence Practice



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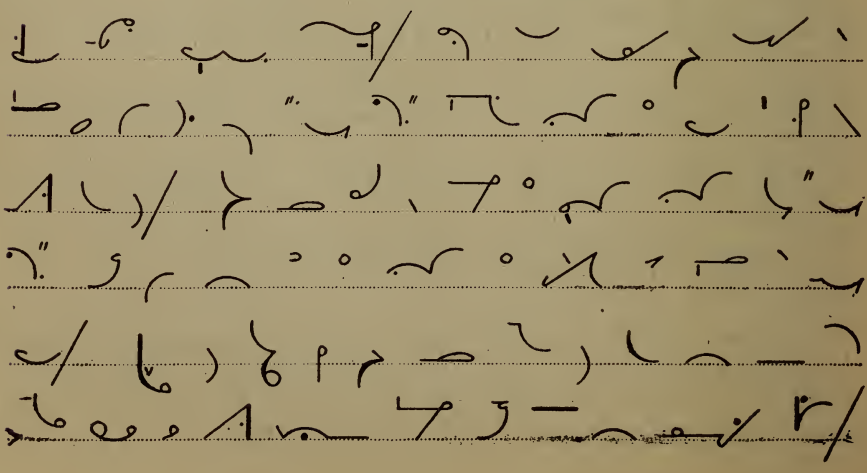


Test Words, XI

weal	wolf	unwieldy	Esquire
war	window	worthily	squire
wine	wealth	weariness	may do
whim	whelp	queen	have them
whale	worthy	quince	as large as
weary	worthless	quench	with invoice
whence	worried	quire	with receipt
wiry	Wednesday	acquire	we leave
willow	winsome	query	we will have
winnow	twin	qualm	we enjoy
wearied	twine	choir	we receive
woolly	Epworth	twenty	(Each mistake is
willowy	unworthy	square	2 demerits).

Movement Exercise, XI

Make a shorthand copy of the following sentences, and submit it for examination and approval. Practice the corrected copy many times. Continue this practice until each sign is executed quickly and easily.

a. Time once lost is forever lost.

b. We never have any wealth to lose.

c. Thinking is the talking of the soul with itself.

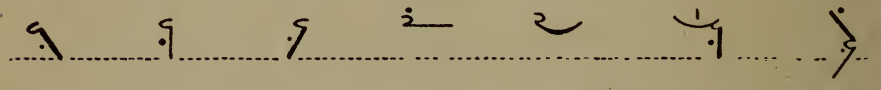
d. Now is the time to make ready for your life work.

e. Time never sits and muses on the ruin it has wrought.

TWELFTH LESSON

The Semi-Circle Joined at an Angle

70. On certain stems, the brief sign for *w* is represented by the semi-circle joined at an angle and opened to the right or left, according to convenience.

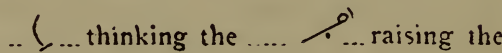


web wait wedge weak wing unweighed bewitch

a. The Iss-circle may be written within a semi-circle.

sweat swayed swore swarm swarthy

71. A disjoined dash in the direction of Pee or Chay at the end of an outline, represents *ing the*. The direction most variant to the stem preceding it should be chosen.

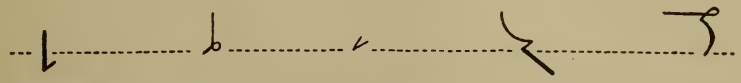


(a) A disjoined dash in the direction of Tee or Kay represents *ing a, ing an,* or *ing and.* The direction most variant to the stem preceding it should be chosen.

72. In phrases, the sign for *are* and *our* is sometimes changed from Ar to Ray, when the latter is more convenient.

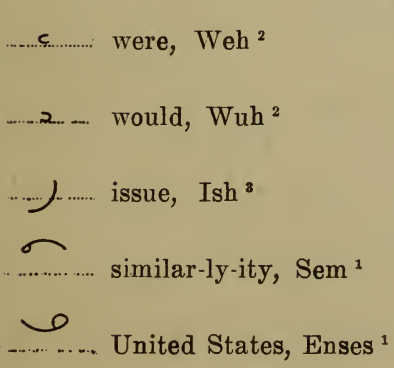
these are those are you are with our

73. A light slanting dash at the end of a word or between words denotes *he* as well as *the*.



had he it is he should he if he be because he was
had the it is the should the

74. Vocabulary



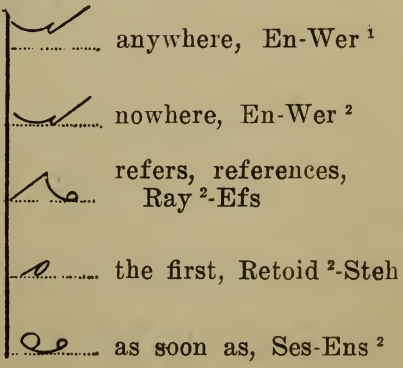
were, Weh [2]

would, Wuh [2]

issue, Ish [3]

similar-ly-ity, Sem [1]

United States, Enses [1]



anywhere, En-Wer [1]

nowhere, En-Wer [2]

refers, references, Ray [2]-Efs

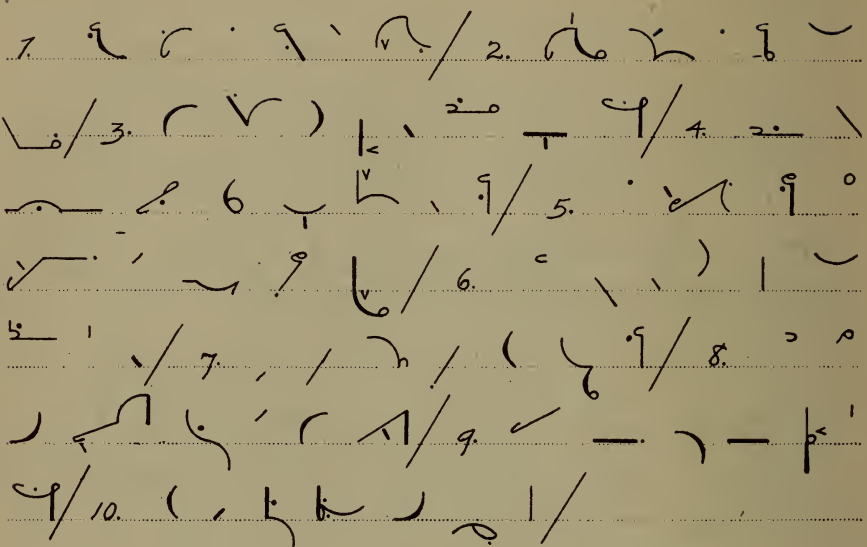
the first, Retoid [2]-Steh

as soon as, Ses-Ens [2]

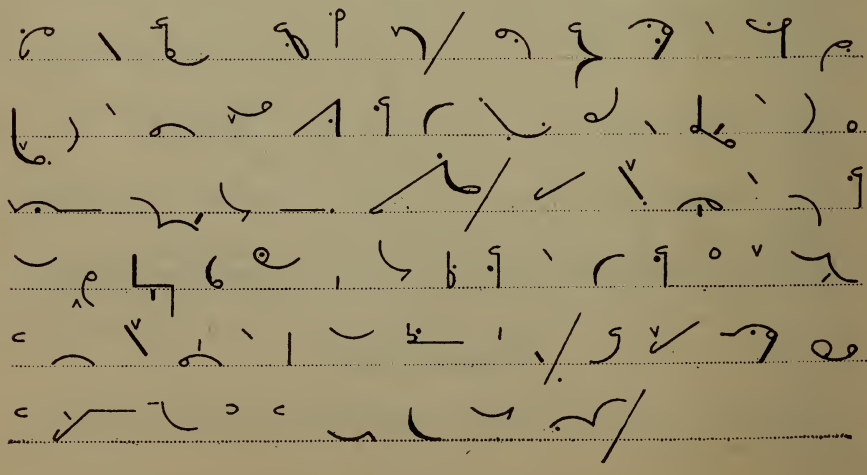
Exercise XII

Caution.—Be careful neither to close the w-hook, nor to make it angular in form .

Sentence Practice



Letter No. 4



Test Words and Phrases, XII

web	wedge	weed	swatch
witch	wax	switch	Lockwood
wick	sweat	enweave	sweetest
waive	whiff	wooed	wink
wit	whet	sweetly	walking a
wag	watch	swore	walking and
wash	weak	waxen	walking the
sweet	swayed	bewitch	swearing a
waif	waxes	wade	swearing the
whit	widow	Haywood	passing the

Movement Exercise, XII

a. No one is wise at all times.

b. The aim of all living is living for all.

c. To one who watches, time is always long.

d. Time knows no weight of sleep or weariness.

e. In any walk of life, it is the one who thinks who makes a success.

THIRTEENTH LESSON

The Semi-Circle—A Brief Sign for Y

75. The sound of *y*, besides being represented by the Yay stem, is frequently expressed by a brief sign in the form of a semi-circle (∪ or ∩) opened at the top or bottom. These signs are named Yeh and Yuh, respectively.

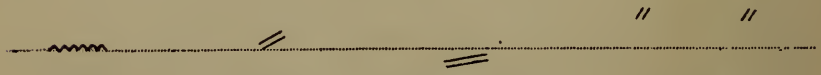
(a) The brief sign for the sound of *y*, joined to a stem, is read before any vowel accompanying that stem.

yacht yore youth young yam yellow Yarrow unyoke

Punctuation Marks

76. The following signs are the signs employed in phonography for punctuation and other special marks.

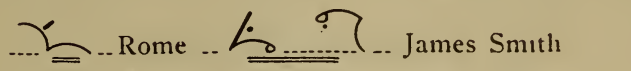
paragraph interrogation exclamation



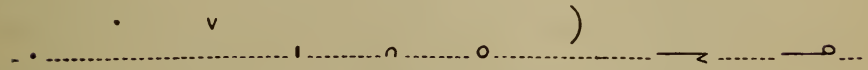
dash hyphen under-score quotation

(a) The comma, semi-colon, solon, parenthesis and brackets are indicated as in print.

(b) Proper names may be indicated by the underscore sign placed under the name.



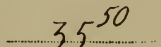
(c) Initial letters may be indicated as follows:



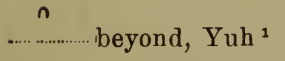
(d) All the other letters of the alphabet are expressed by the ordinary phonographic characters.

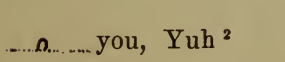
(e) Mixed numbers are written in the ordinary way.

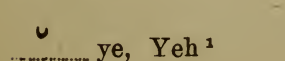
(f) In amounts involving dollars and cents, both the dollar sign and the decimal point are omitted, and the numbers are expressed thus:

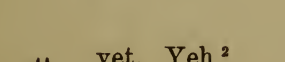
Thirty-five dollars and fifty cents 

77. Vocabulary


beyond, Yuh [1]


you, Yuh [2]


ye, Yeh [1]


yet, Yeh [2]

inst., Enst [1]

elsewhere, Lays [2]-Ar

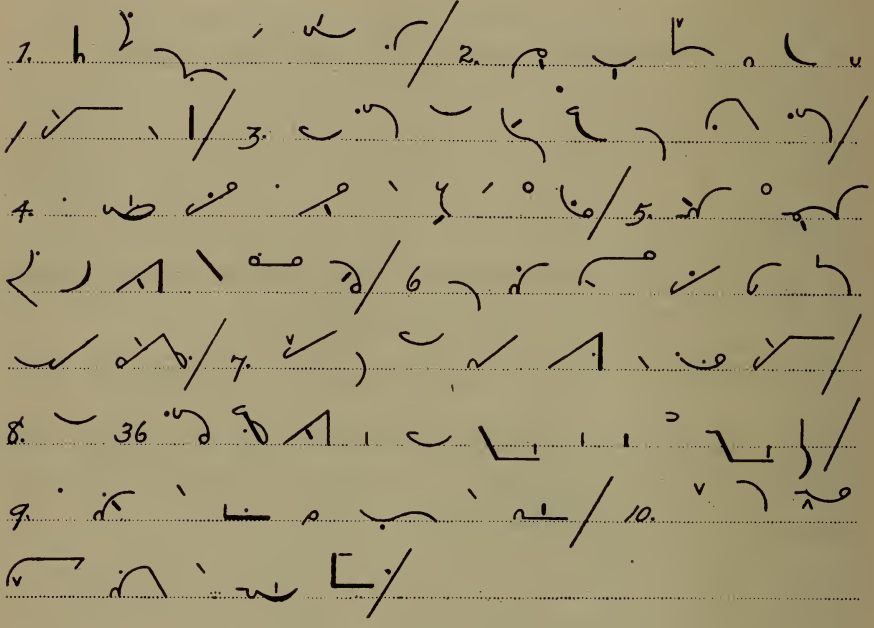
his, and is, Ketoid-Iss [1]

and the, Ketoid [2]-Chetoid

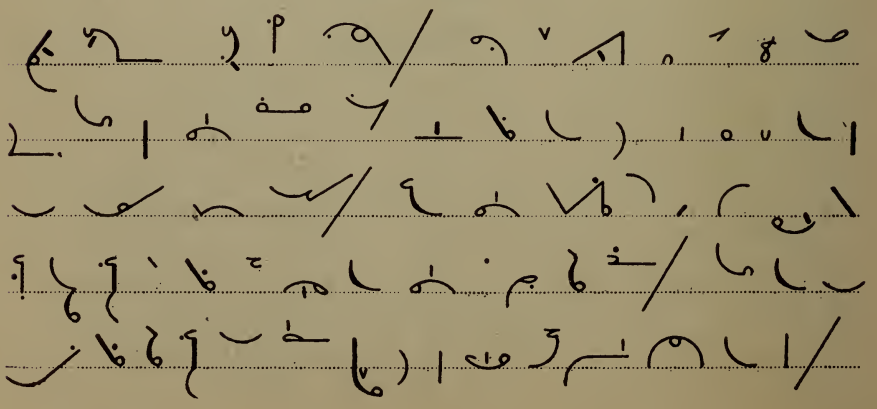
Exercise, XIII

Caution.—Do not shade the shaded stems too much, and never retrace a stem to shade it, but shade it at its first tracing.

Sentence Practice



Letter No. 5



Test Words and Phrases, XIII

yacht	yellow	euphony	those are
yell	yawn	eulogy	and the
Yarrow	yoke	unyoke	at the
Utah	Eunice	eulogize	for the
yon	yawl	was he	will he know
Yates	Yankee	it is he	why are you
Yale	yam	is he	would the
youth	yelp	if you are	were the
Utica	yore	said he	would he
young	unique	were he	if he would

Movement Exercise, XIII

Sumbit a shorthand copy of the following sentences for approval. Next, practice each sentence till each sign can be executed accurately and freely. The movement of the hand in passing from one form to another should be smooth, steady and unhesitating. Keep the pen on or near the paper all the time, and avoid all unnecessary movements of the hand. It is well not to lift the pen from the last form written until you have a vivid conception of the form and location of the next word.

a. Aim to do one thing well.

b. The follies of youth wear off with age.

c. Have a purpose in life and keep it in view.

d. Are you doing your best to make life worth living?

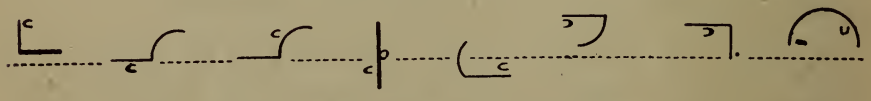
e. The books which help us most are those which make us think most.

FOURTEENTH LESSON

Semi-Circles in the Vowel Positions

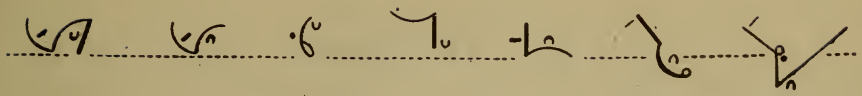
78. Following a consonant, the semi-circle, instead of being joined, is frequently written beside the stem in the position of the vowel following. It thus represents both the *w* or *y* and the vowel whose position it occupies. This method of representing the sound of *w* or *y* is employed to avoid either a difficult w-hook junction, or the joining of the semi-circle at an angle between stems.

(a) The semi-circle in the vowel positions is represented by Weh (ᴄ) for *w*, and Yeh (ᴜ) for *y*, to indicate a dot vowel following; and Wuh (ɔ) for *w*, and Yuh (ɑ) for *y*, to indicate a dash vowel following. These signs may be shaded for long vowels, and left light for short vowels; but the advanced stenographer generally considers this distinction quite unnecessary.



twig quail quell dissuade thwack quash quota lawyer

(b) The sound of *e* and *i* in the groups *ea* and *eo*, *ia*, *io*, etc., is so nearly like that of *y* that it is expressed by Brief-Yay; and, by placing this Brief-Yay in the position of the vowel following, only the one sign is necessary.



foliage folio atheist India odium obvious posterior

Note.—Observe that the semi-circle, with a First Place vowel or with a Second Place long vowel, is placed beside the preceding stem; but with a Third Place vowel or with a Second Place short vowel, it is placed beside the following stem.

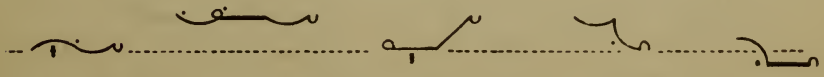
(c) The semi-circles, employed as vowels, may be placed inside a large circle.

79. The sound of *w* followed by the diphthong *I* is represented by a small right angle placed in the position of the diphthong as illustrated in the following examples:

(a) When *WI* is initial, it may be joined to the stem following.

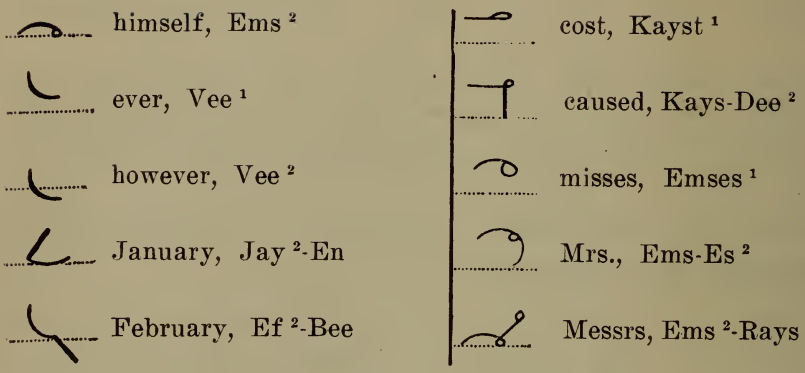
twice quiet likewise wife wide white

80. Yeh or Yuh followed by a final vowel may be joined to the preceding stem, when convenient.

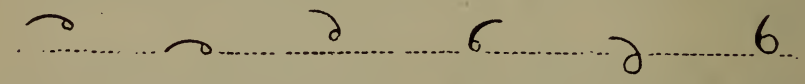


ammonia insignia scoria nephew argue

81. **Vocabulary**



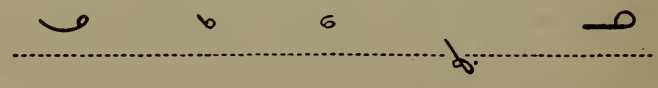
82. The affix *self* is represented by Iss, and *selves*, by Ses, joined to the pronoun to which they belong.



myself himself herself yourself ourselves themselves

83. The word *us* may be represented by an Iss-circle joined to the preceding sign, when convenient.

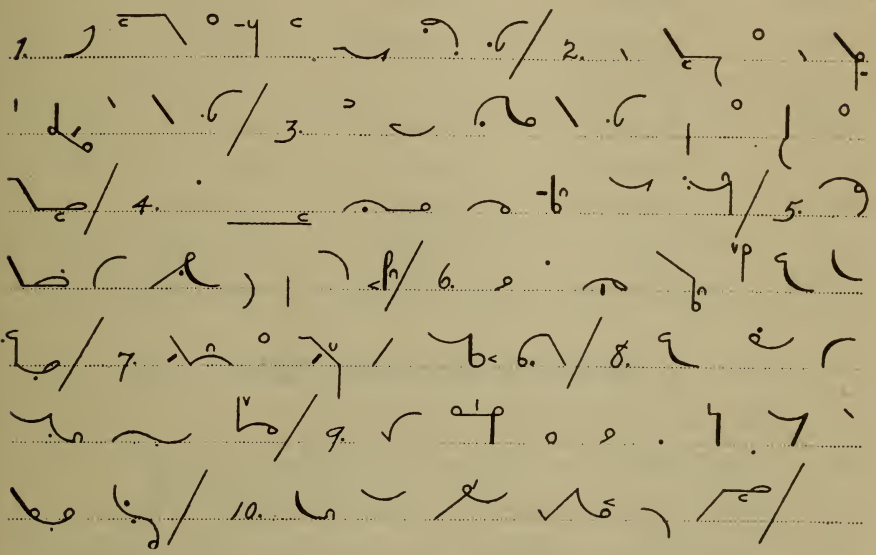
(a) An Iss-circle is sometimes converted into a Ses-circle to add *us*.



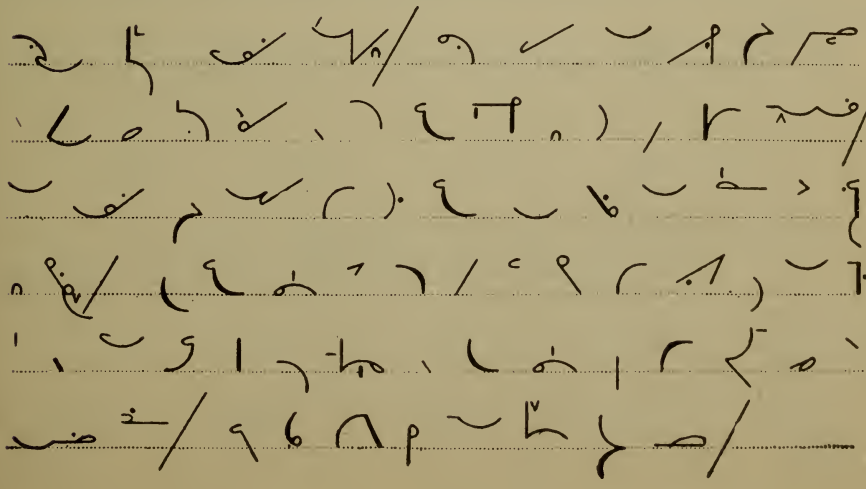
in us of us with us past us gives us

Exercise, XIV

Caution.—Guard against giving the semi-circles an angular appearance like the diphthongs, or putting the two points too far apart.



Letter No. 6



Test Words, XIV

twist	copious	quail	opium
dwell	quietus	envious	piteous
bewail	quake	liquid	disquiet
opiate	squeeze	ammonia	liquefy
inquest	obvious	folio	iniquitous
quack	squib	foliage	on us
equip	anguish	quell	with us
odium	maniac	equity	cast us
twill	ague	widely	receives us
squash	untwist	equipage	induces us

Movement Exercise, XIV

a. We should both give and take.

b. Youth knows no weary hours to wile away.

c. Always have an eye on the job ahead of you.

d. If you have nothing else to smile for, be happy you are alive.

e. Study yourself well and see wherein you are going to excel.

f. Choose the work you love if you wish to succeed.

FIFTEENTH LESSON

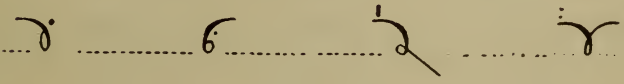
Stems for W and Y—When Used

84. The stem for *w* or *y* should be used—

(a) When *w* or *y* is the only consonant in a word, or, when the only consonant accompanying it is the sound of *s* or *z;*

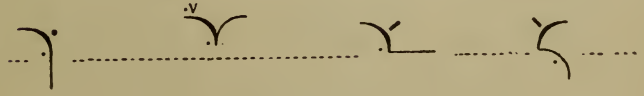
woe yay sway sways

(b) When initial *w* or *y* is followed by the sound of *s* or *z;*



waste yes wasp whistle

(c) When *w* or *y* follows an initial vowel;

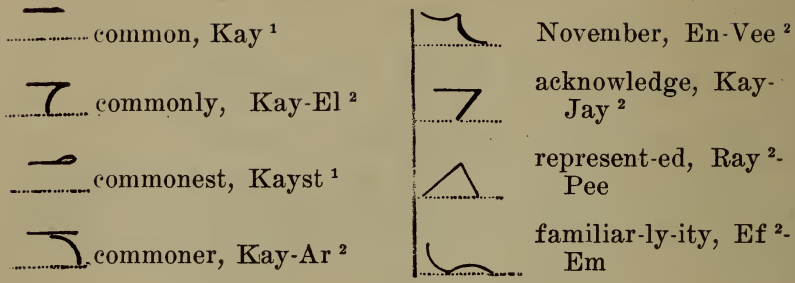


await awhile awoke oyer

(d) In words beginning with *sw* followed by Pee, Bee, Kay, Gay, Em, En, Ing, Lay, and Ith.

sweep swim swing swell swath

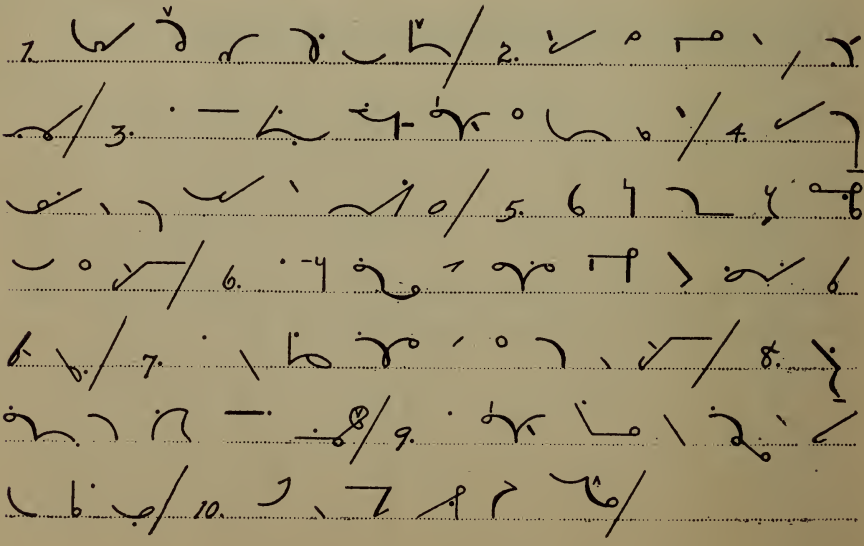
86. Vocabulary



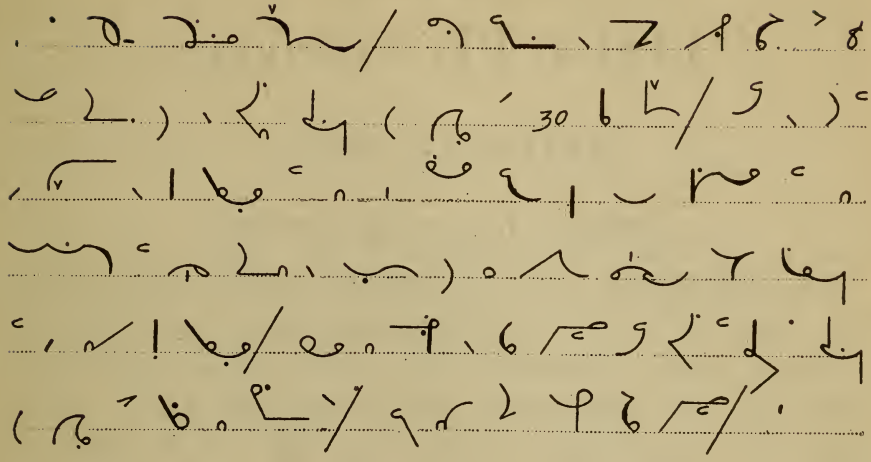
(a) Derivatives.—Kingdoms, Kays[1]; acknowledges, Kay-Jays[2]; uncommon, En-Kay[1]; commonest, Kayst[1]; unfamiliar, En-Ef[2]-Em; misrepresent, Ems-Ray[2]-Pee.

Sentence Practice, XV

Caution.—Give all stems in the direction of Pee a good slant. By doing this you will provide a positive distinction between these signs and those in the vertical position.



Letter No. 7



Test Words and Phrases, XV

weigh	awoke	yeast	whistle
whey	sways	waste	swimming
wise	west	swab	yes
awake	swim	awhile	Sweeney
wasp	yew	wayside	swallow
whist	wisp	waster	Swiss
whisk	swam	anywise	swing
swell	sweep	wisely	swap

Movement Exercise, XV

a. Familiar paths reduce the miles.

b. Study the possibilities of small things.

c. Say common things in an uncommon way.

d. If you would succeed, you must work and think.

e. The owl is wise because he thinks twice ere he hoots once.

f. If you would know and be unnoticed, live in a large city.

FOURTH GRADE

SIXTEENTH LESSON

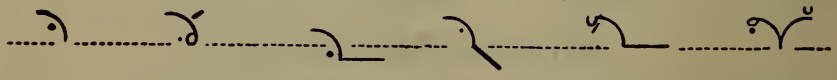
Different Uses of Ar and Ray

87. The letter *r* is represented by both Ar and Ray, the choice of which is determined by (1) the relative position that *r* occupies with an accompanying vowel, and (2) the convenience with which one or the other joins to a preceding or following sign. As a general rule, Ar suggests a preceding vowel, and Ray, a following vowel. Following are specific rules for the use of these signs.

General Rules

88. Ar is usually employed—

(a) Following an initial vowel, or an initial brief sign and a vowel;

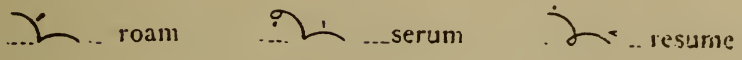


air arose ark herb York serial

(b) At the end of a word;

pair tore lower singer stare yore

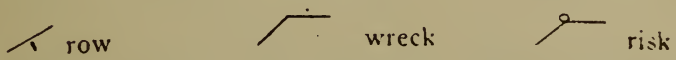
(c) Preceding Em or Iss-Em, irrespective of the location of the vowel, as Ar joins more conveniently than Ray to these signs;



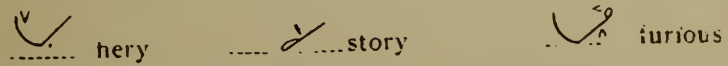
(d) The letter *r* is expressed by Ar when this is the only consonant stem of a word and is accompanied by both an initial and a final vowel.

89. Ray is usually employed—

(a) At the beginning of a word;



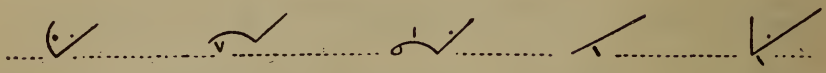
(b) Preceding a final vowel, or a vowel and a final brief sign;



(c) Preceding Tee, Dee, Chay, Jay, Ith, Dhee, Ef, Vee, En, Iss-En, or Ing, irrespective of the location of the vowels, as Ray joins more conveniently than Ar to these signs;

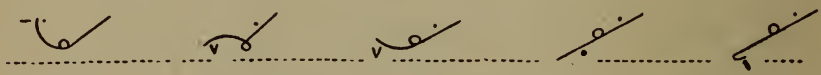
arid urge earth orifice arena arson

(d) Following Ith, Em, Ray, or Hay, irrespective of the location of the vowels, as Ray joins more conveniently than Ar to these signs;



Thayer mire summer roar terror

(e) After a medial circle (or hook introduced in subsequent lessons) it is frequently more convenient to employ Ray.



officer miser nicer racer hawser

90. Between stems, that stem for *r* is used which will secure the sharper angle and the more compact outline.

91. Vocabulary

several, Iss-Vee [2]

ought, aught, Jetoid [1]

respect-ed-ful-ly, Rays [2] Pee

notwithstanding, En†Tee [2]

nevertheless, En†Vee [2]

New York, En-Yay [2]

as well as, Slays [2]

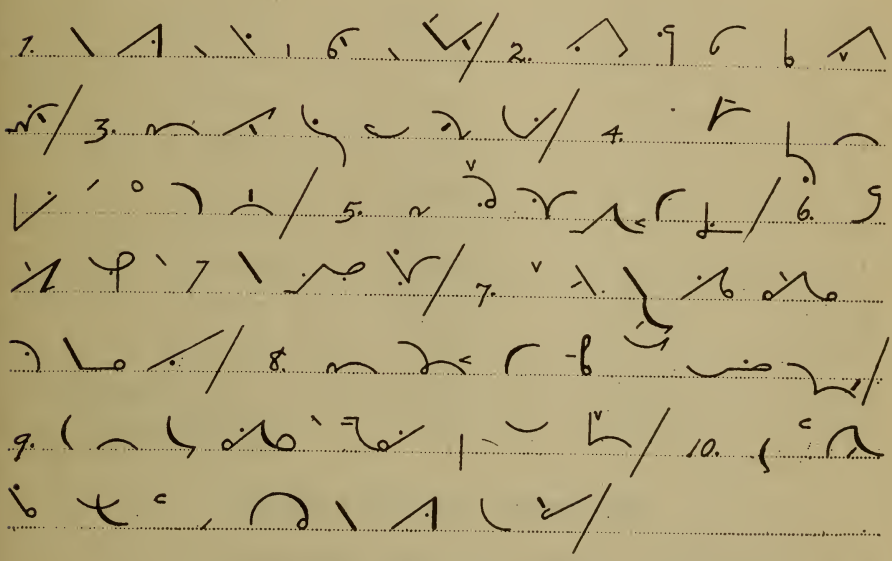
as high as, Iss-Hays [1]

as far as, Iss-Efs [3]

as fast as, Iss-Efses [3]

Exercise, XVI

Caution.—Give Ar a good slant so as not to confound it with Es. When joined to another stem, Ray may usually be written quite upright.



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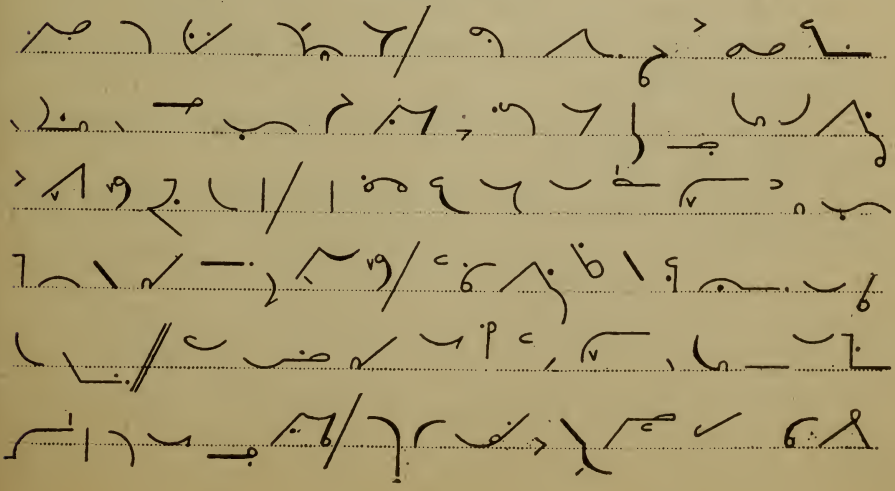


Test Words, XVI

ear	soar	arrange	vizier
rye	store	arrest	racer
rest	rung	furrow	aurora
rises	reason	dyer	arrear
saucer	tare	eraser	erode
roaster	sire	rum	Erie
rub	dairy	resume	airy
orb	fire	serum	hoosier
fur	fury	admire	barrier
argue	easier	aright	artist
early	lure	arch	simmer
relay	sorry	array	(Each mistake is
risk	star	rear	2 demerits)

Movement Exercise, XVI

a. You must think and do for yourself.

b. It is folly to tear one's hair in sorrow.

c. How poor are they who have but wealth.

d. The less we know what is in store for us the happier we will be.

e. The earnest toiler will win his way anywhere; the poor one, nowhere.

f. Music touches the keys of memory, of sorrow, and of joy.

SEVENTEENTH LESSON

Different Directions of the Sign for L

92. While the sign for the letter *l* is usually written upward, it is sometimes written downward when joined to another stem. The choice in the direction of this sign is determined by (1) the relative position that *l* occupies with an accompanying vowel, and (2) the convenience with which this sign, in one or the other direction, will join to a preceding or a following stem.

(a) The sign for *l* written downward is named El.

Following are specific rules for determining the direction of this sign.

93. El is employed—

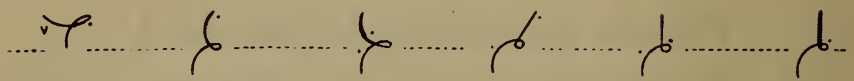
(a) Following En, Ing, or Iss-Kay, as it is more conveniently joined to these stems;

nail Nellie inhale kingly scowl

(b) Preceding En, Ing, Iss-En or Gay, as it is more conveniently joined in these cases;

lion lens oblong links lag

(c) In certain combinations where the downward direction is obviously more convenient;



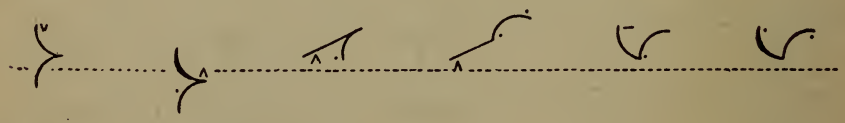
nicely thistle vessel chisel tassel dazzle

(d) Before Em or Kay, if preceded by an initial vowel or by a vowel and an initial brief sign. If there be no preceding vowel, Lay is employed before Em or Kay;

elm hillock silk whelm Wilkes lame

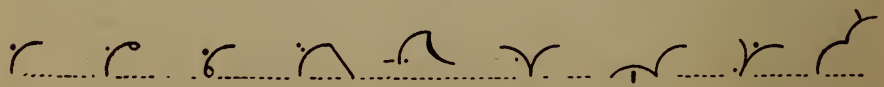
Note.—Observe that the Weh-hook may be joined at the top, or beginning, of El, in the same manner as it is joined at the bottom, or beginning, of Lay.

(e) After Ef, Vee, or Ray, when *l* is final. If *l* is followed by a vowel, Lay is employed after Ef, Vee or Ray.



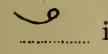
file vowel royal royalty folly villa

94. Lay is employed to represent the letter *l* when it is the only consonant stem in a word; also, in most cases in which the rules of Section 93 do not apply.



ale else sail help olive earl mole assail lull

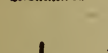
95. Vocabulary

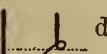

influence, in us, Ens [1]

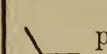
influences, Enses [1]

influenced, Enst [1]

advantageous, Jays [2]

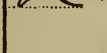

disadvantage, Dees [2]-Jay


discharge, Dees [2]-Chay


peculiar-ly-ity, Pee [2]-Kay

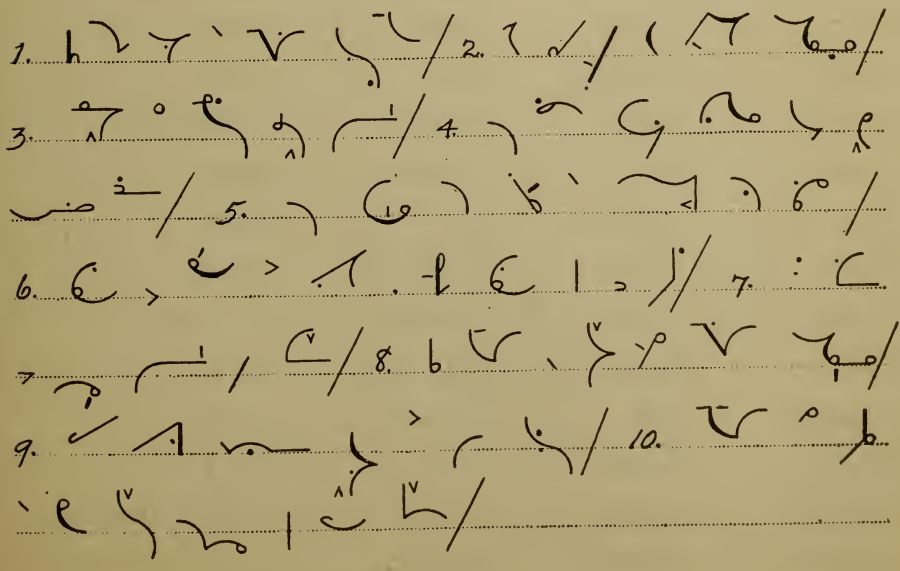
whenever, Wen-Vee [2]

wherever, Wer-Vee [2]

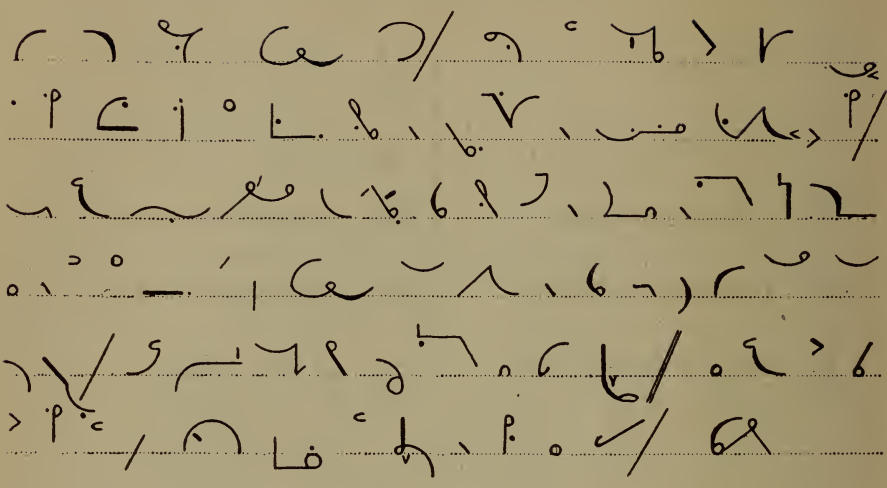

at first, Teest [3]

Exercise, XVII

Caution.—Give El a good slant so as not to have it look like Ith.



Letter No. 9



Test Words, XVII

leek	Lyons	pilaster	sunless
like	lynch	listen	loathe
alike	erelong	lisp	loath
lame	helm	hustle	languish
alum	jolly	league	snail
elk	inhale	ail	luster
sulk	elbow	alchemy	cellar
whelk	elude	whelm	muzzle
foil	oblong	alimony	steel
valley	vile	royally	lease
null	nestle	royal	lynx
Nellie	nozzle	vassal	(Each mistake
kingly	coolest	lobby	is 2 demerits.)

Movement Exercise XVII

a. At each volley thousands ceased to live.

b. A smile will go a mile while a scowl stays at home.

c. You must think yourself happy if you would be so.

d. Few of us make the most of what we possess.

e. Laziness is one of the most unsatisfactory things on earth.

f. When we look at things rightly we always see something to love and admire.

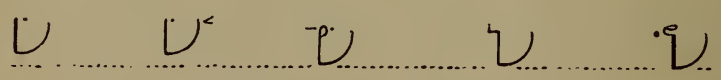
EIGHTEENTH LESSON

Different Directions of the Sign for Sh

96. While the sign *sh* is usually written downward, it is sometimes written upward when joined to another stem. The sign for *sh* written upward is named Shay.

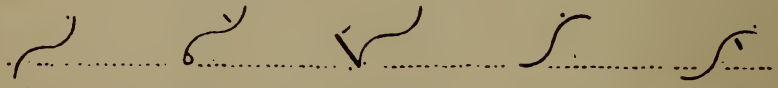
97. Shay is usually employed for *sh*—

(a) Following Tee or Dee;



dish tissue sottish whitish Swedish

(b) Accompanying the sign for *l*, when both are written upward;

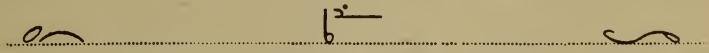


lash slush abolish shell shallow

98. Ish is employed for *sh* when it is the only consonant stem; also, in most cases where the rules in Section 97 do not apply.

ash sash gash shape rush Jewish

99. *Of, of the,* between words in certain set phrases are frequently omitted and implied by writing the adjacent words close to each other or, occasionally, by joining them.



first of May days of the week one of the most

100. An outline beginning with a horizontal or downward stem may be placed below and touching the line of writing to imply a preceding *to, too,* or *two.*

to come today tomorrow too many two weeks

(a) This location of an outline to imply a preceding *to, too,* or *two* is known as the Fourth Position.

(b) *To, too,* and *two,* must be expressed by their signs preceding an outline beginning with an upward stem.

101. Vocabulary

regular-ly-ity, Ray ²-Gay

irregular-ly-ity, Ar ² Gay

neglect-ed, En ²-Gay

Pennsylvania, Pees ²-Vee

to a, to an, Tetoid ⁴

to the, Petoid ⁴

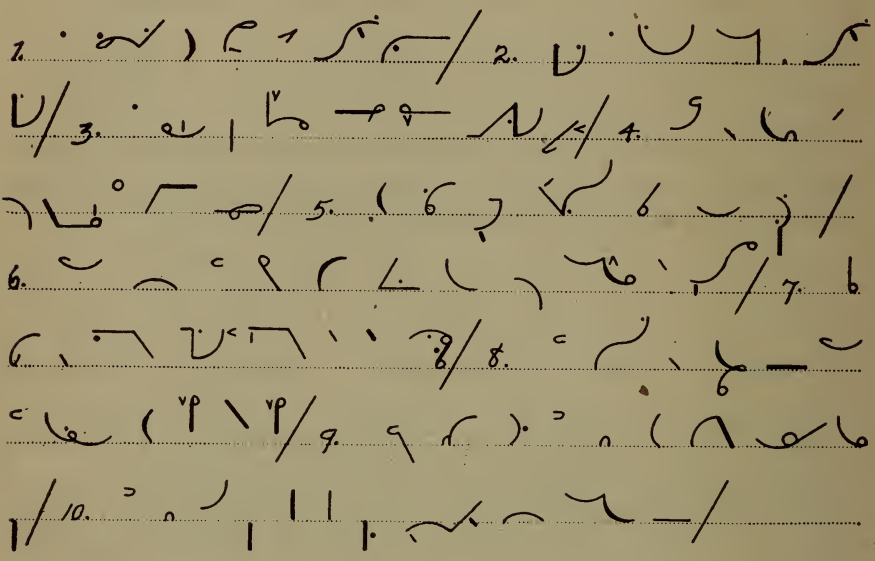
to him, Petoid ²-Em

with him, Wem ²

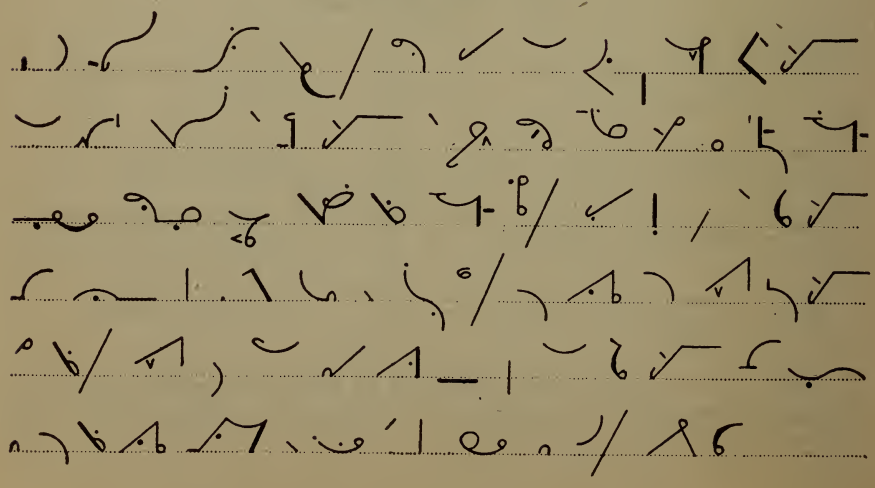
Note.—The phrases, *with him* and *to him* are placed on the line to distinguish them from *with me* and *to me,* respectively, which are written in the regular way.

Exercise, XVIII

Caution.—Write such groups as Shay-Lay, Lay-Shay, Lay-Es, Lay-Ar, and Ef-Shay, with a graceful sweep of the hand and without stopping or pausing after the first stem.



Letter No. 10



Test Words and Phrases, XVIII

dish	lashed	abolish	shank
shake	reddish	shallow	demolish
push	shawl	swedish	gnash
ash	shady	thyself	seditious
showy	ashy	abash	to do
shell	slash	sottish	to make
lash	tissue	mesh	to seek
shove	rush	whitish	to suppose
bushy	chamois	Chicago	too large
rash	polish	slush	two weeks
sash	radish	shale	to receive

Movement Exercise, XVIII

a. Much of the force of a language lies in its idioms.

b. Today is the day you have long looked for.

c. Make the best of life wherever it may be cast.

d. Life is a stormy sea beset with many rocks and shoals.

e. Oh, for a life of busy weeks with solemn Sabbaths of repose.

f. We never lose any of our sorrow by bearing a sour look.

Special Exercise.—Make a general review of the vocabularies, beginning with Lesson Four, and be prepared to read word sign Table No. 1, page 147. You should be able to name the signs running from left to right, or running from top to bottom, also as they are pointed out at random. (See key, page 148).

FIFTH GRADE

NINETEENTH LESSON

The L-Hook

102. A small initial hook on the circle side of straight stems adds the sound of the letter *l* immediately following, or *l* with an obscure vowel before it.

Signs.

Value.	pl	bl	tl	dl	chl	jl	kl	gl
Names.	Pel	Bel	Tel	Del	Chel	Jel	Kel	Gel

103. A small initial hook on the concave side of Ef, Vee, Ith, Dhee, Sh, and Zh adds the sound of the letter *l* immediately following, or *l* with an obscure vowel before it.

Signs.

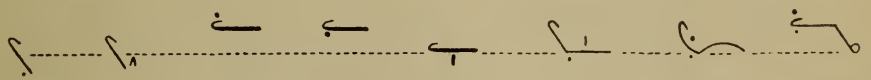
Value.	fl	vl	thl	dhl	shl	zhl
Names.	Fel	Vel	Thel	Dhel	Shel	Zhel

104. A large initial hook on Em, En, or Ray adds the letter *l* immediately following, or *l* with an obscure vowel before it.

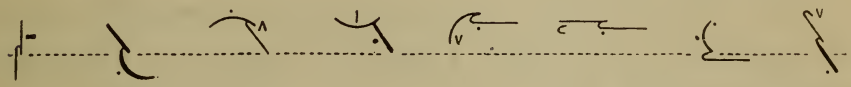
Signs.

Value.	ml	nl	rl
Names.	Mel	Nel	Rel

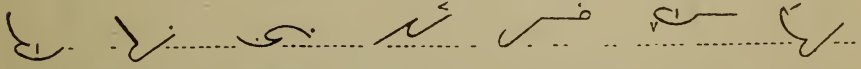
105. A vowel accompanying a group-consonant stem is *read before the group,* if written before it; but is *read after the group,* if written after it.



apple plow eagle glee aglow plucky aflame eclipse



total bevel employ unable likely quickly ethical pliable



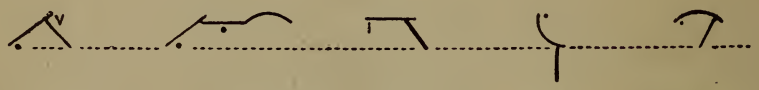
funnel barrel enamel rural relax unlike floral

Note.—Observe that the letter *l* expressed by a hook groups with the consonant preceding it, and not with the one following it. Thus, in the word *aflame* given above, the letter *l* groups with *f* and not with *m;* likewise, in the word *unlike,* the letter *l* groups with *n* and not with *k.*

106. Sh and Zh, with an l-hook, are written upward, and the l-hook is at the bottom of these stems. The groups Shel and Zhel never stand alone, but are employed only when joined to other stems.

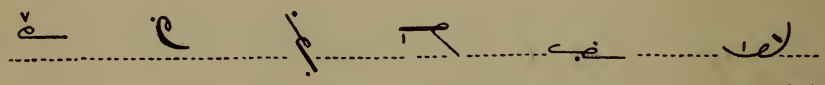
initial officially harshly rashly shellac

107. It is not always possible to make a perfect initial hook between stems, but a slight opening of the hook, giving it an angular appearance, is sometimes necessary.



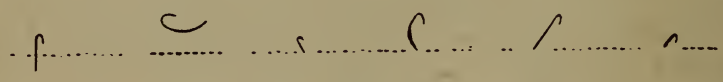
reply reclaim cobble fiddle Mitchell

108. The Iss-circle (not the loops or large circle) may be prefixed to an initial l-hook by placing it distinctly within the hook.



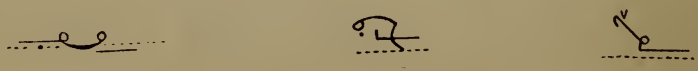
cycle civil peaceable Gospel classical unsocial

109. *All* or *will* may be added to a preceding word-sign by an l-hook.



at all in all to all they will which will who will

110. The word *Company* as part of a firm name, is expressed by Kay, and may lap with a preceding stem, it may cross it, or it may be joined; thus,



Casings Co. Smith & Co. Price & Co.

111. Vocabulary

apply, Pel [3]

till, tell, it will, Tel [2]

until, at all, Tel [3]

deliver-ed-y, Del [2]

call, equal-ly, Kel [1]

difficult-y Kel [2]

real-ly-ity, Rel [1]

relate-d-ion, Rel [2]

relative (adj), Rel [2]

only, Nel [2]

unless, Nels [1]

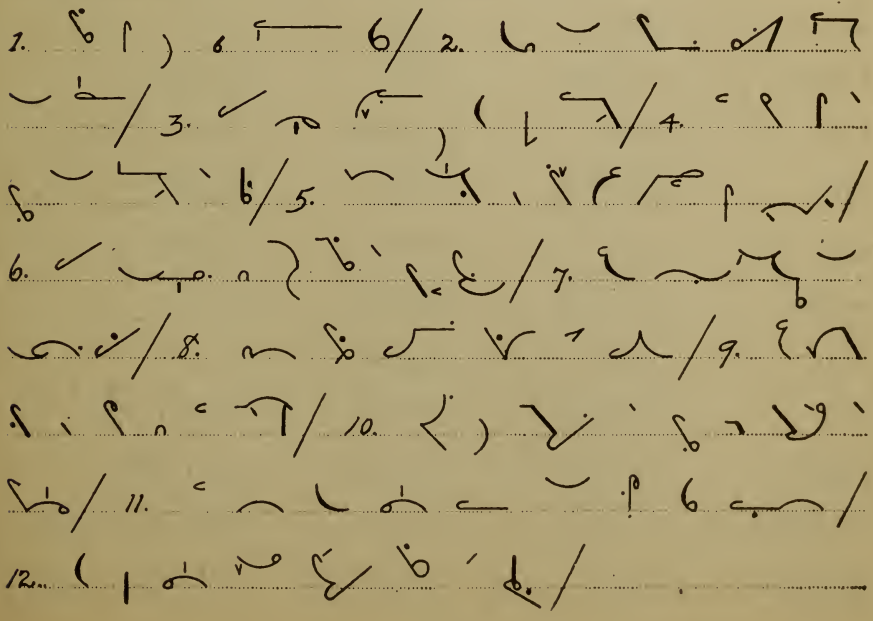
full-y, fail, fell, fellow, Fel [2]

value, Vel [3]

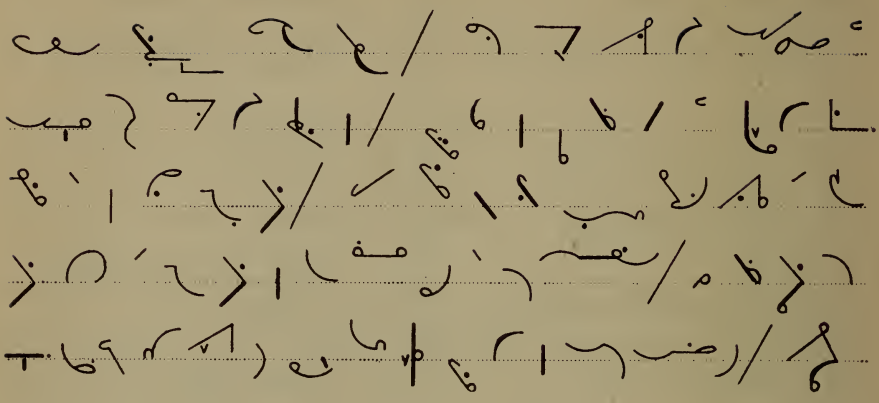
supply, Spel [2]

Exercise, XIX

Caution.—Guard against curving a straight stem with an initial hook, especially if it has a final circle or loop.



Letter No. 11



Test Words, XIX

play	fling	likely	unlock
please	flume	gamble	feasible
blaze	table	penal	settle
blister	employ	rural	satchel
idle	total	penalty	civil
idly	chattel	finally	social
clay	noble	camel	socially
eagle	shuttle	animal	if all
evil	cable	plural	of all
flew	legally	flannel	which will
blame	double	officially	who will
acclaim	doubly	rashly	(Each mistake
gloomy	bevel	unlatch	is 2 demerits.)

Movement Exercise, XIX

a. What value do you place on time?

b. Most of our difficulties are neglected duties.

c. It is only the initial step which is really difficult.

d. The social and ethical values of work are many.

e. It is right to work for money, but never to play for it.

f. Time is a most valuable jewel and is never replaced when once lost.

TWENTIETH LESSON

The R-Hook

112. A small initial hook on the left side of down straight stems, or on the lower side of Kay and Gay, adds the letter *r* immediately following, or *r* with an obscure vowel before it.

Signs.

Value.	pr	br	tr	dr	chr	jr	kr	gr
Names	Per	Ber	Ter	Der	Cher	Jer	Ker	Ger

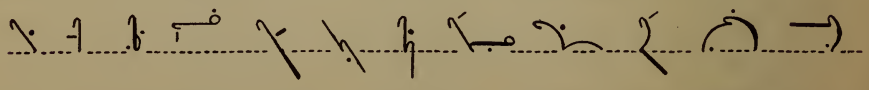
113. A small initial hook on the inside of the curve stems Ef, Vee, Ith and Dhee reversed, adds the letter *r* immediately following, or *r* with an obscure vowel before it.

Signs.

Value.	fr	vr	thr	dhr
Names.	Fer	Ver	Ther	Dher

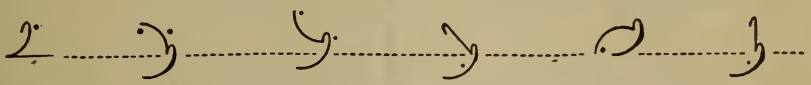
Note.—Ef, Vee, Ith, and Dhee, reversed in this manner, cannot be confused with Ar, Way, Es, and Zee, as these latter stems never take an initial hook.

114. A vowel sign accompanying an r-hooked stem is *read before the group,* if written before the stem, and is *read after the group,* if written after the stem.



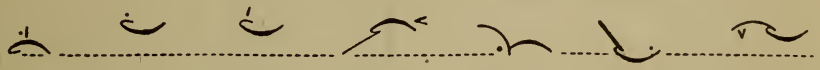
pray, addressed, probe, traitor, frame, livery, utter, across, pepper, progress, throb, gather

115. A small initial hook on the inside of Ish and Zhay adds a following letter *r*. These groups are always written downward and are named Sher and Zher, respectively.



shriek erasure fishery pressure leisure treasure

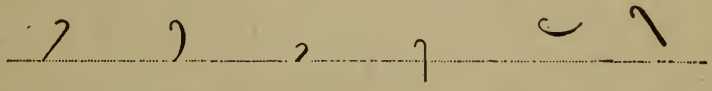
116. A small initial hook on the inside of a shaded Em and En adds the letter *r* immediately following, or *r* with an obscure vowel before it.



hummer inner honor rumor armor banner minor

Note.—Observe that the letter *r*, when expressed by a hook, groups with the consonant preceding it; thus, in the word *shriek*, *r* groups with *sh* and not with *k*.

117. *Are* and *Our* may be expressed by an r-hook on a preceding word-sign.



which are they are who are at our in our by our

118. *Self* and *selves* may be added to an r-hook phrase-sign.

to ours of ours to ourselves by ourselves

119. Vocabulary

appear, Per [1]

member, remember, Ber [2]

number-ed, Ber [3]

dear, direct-ed-ly, Der [2]

truth, Ter [2]

care, carry, Ker [2]

from, Fer [2]

over, Ver [1]

every, very, Ver [2]

favor, Ver [3]

there, their, they are, Dher [2]

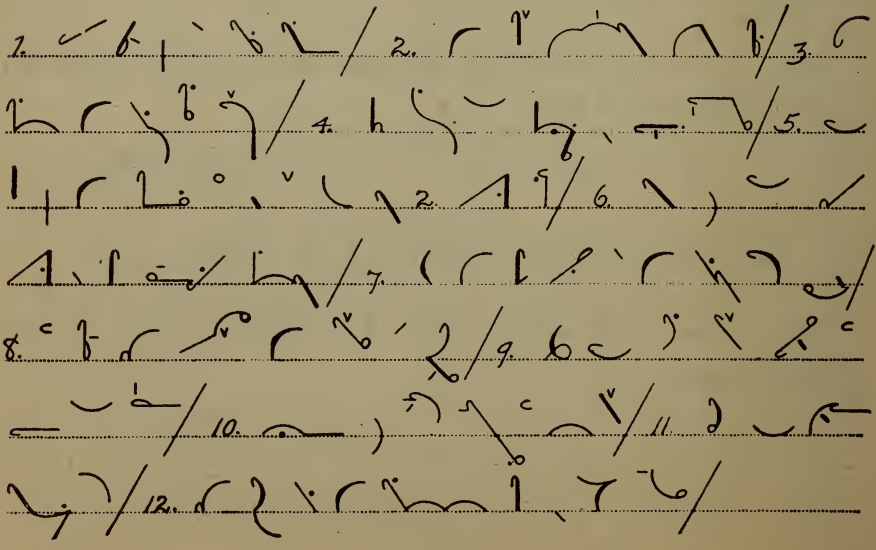
other, Dher [3]

sure-ly, Sher [2]

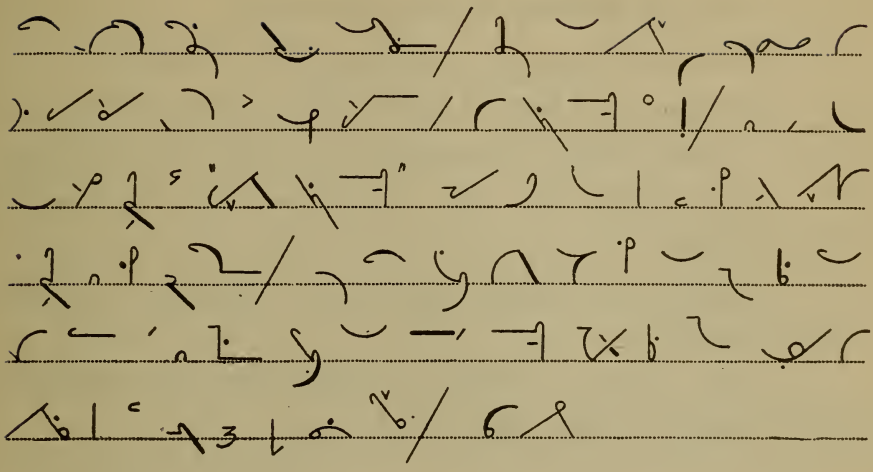
Mr., mere, remark, Mer [1]

Exercise, XX

Caution.—Guard against making the r-hook angular in shape, or too large in size.



Letter No. 12



Test Words, XX

tries	fry	feathery	troublesome
trusses	affray	bribery	bother
crest	threw	drapery	silver
utter	freak	neighbor	silvery
hatter	throb	gather	fresher
prim	shrub	treasure	armory
brook	lever	treasury	each are
trap	banner	treachery	by our
groom	tanner	shrubbery	to our
prop	rumor	agreeably	by ourselves
probe	drier	proclaim	of ours
crop	livery	tropical	(Each mistake
group	leathery	frugal	is 2 demerits.)

Movement Exercise, XX

a. There is nothing so royal as truth.

b. Small service is true service while it lasts.

c. For one real sorrow there are a dozen shadows.

d. If you expect to succeed, you must pay the price.

e. One realizes the value of money when he tries to borrow some.

f. Master your tools, and your treasure will take care of itself.

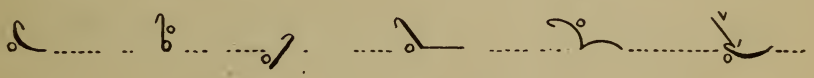
g. Only what we have wrought into our character in life, shall we take away with us.

TWENTY-FIRST LESSON.

Special Vocalization

120. To avoid long, inconvenient outlines, the l and r-hooks are frequently employed, even when an accented vowel comes between *l* or *r* and a preceding stem. This license is also taken in writing many short words whose outlines thus written are not common to those of other words, with which they might conflict. However, a vowel so located must be expressed in a special manner and according to the following scheme:

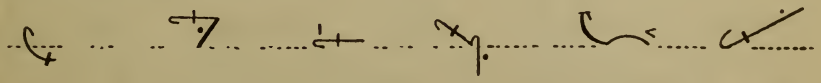
(a) A dot vowel is made into a circle and placed in the required position *before* the group, if long; and *after* the group, if short.



veil terse jar bark firm pioneer

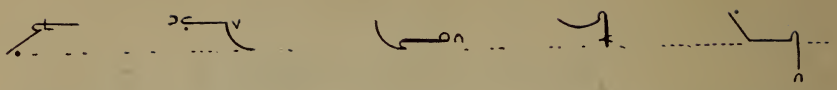
Note.—When the above rule would place the circle in an angle, or in an awkward proximity to another vowel sign, it may be placed on the opposite side of the group, as in pioneer.

(b) A dash vowel is placed through the group in the required position.



fool courage occur portray volume roller

(c) A diphthong or a semi-circle may be written through the group in the required position; or, if more convenient, just before the beginning of the group for a First Position vowel, and at the end of the group for a Third Position vowel.



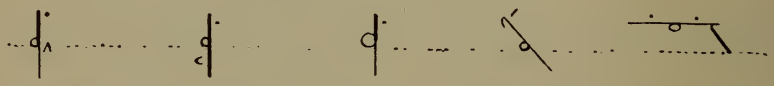
require qualify figures endure picture

Iss, Ses and Steh Prefixed to an R-Hook

121. A circle or a small loop may be written at the beginning of a straight stem with an r-hook by placing the required circle or loop on the r-hook side of the stem.

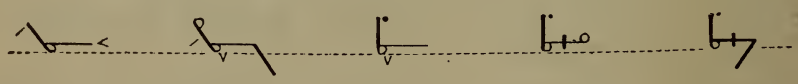
spray stress score sister stutter

(a) A circle between two straight stems in the same direction, if placed on the r-hook side of the second stem, implies an r-hook on that stem.



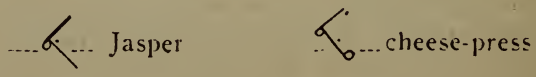
destroy dissuader disaster prosper execrable

(b) Iss-Ker and Iss-Ger are joined to a preceding Pee, Bee, Tee, or Dee in the manner illustrated below.

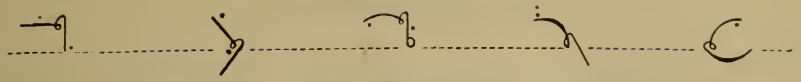


obscure subscribe decry discourse discourage

(c) Sper and Sber are joined to a preceding Chay or Jay in the following manner.

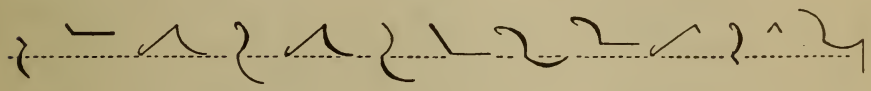


(d) In all cases in which the preceding rules do not apply, the circle is prefixed to an r-hook sign by writing it distinctly within the hook.



extra besieger mistress whisper listener

122. Two word-signs are frequently joined together when their sign-words are components of a compound.



Although, altogether, wherefore, therefore, wherever, soever, become, everything, overcome, whereto, thereto, onto, hereinto.

The sign for *you*, joined initially to certain stems, has the appearance of an r-hook.

(a) This hook for *you* is sometimes placed on the back of a curve-stem, and may also be used medially.

you do you shall you have you think if you have

123. Vocabulary

principle, principal-y, Per [2]

practice, practical-ly, Per [3]

surprise, Spers [2]

more, Mer [2]

near, nor, Ner [1]

owner, Ner [3]

feel, fall, fill, follow, Fel [1]

probable-y-ility, Per [2]-Bee

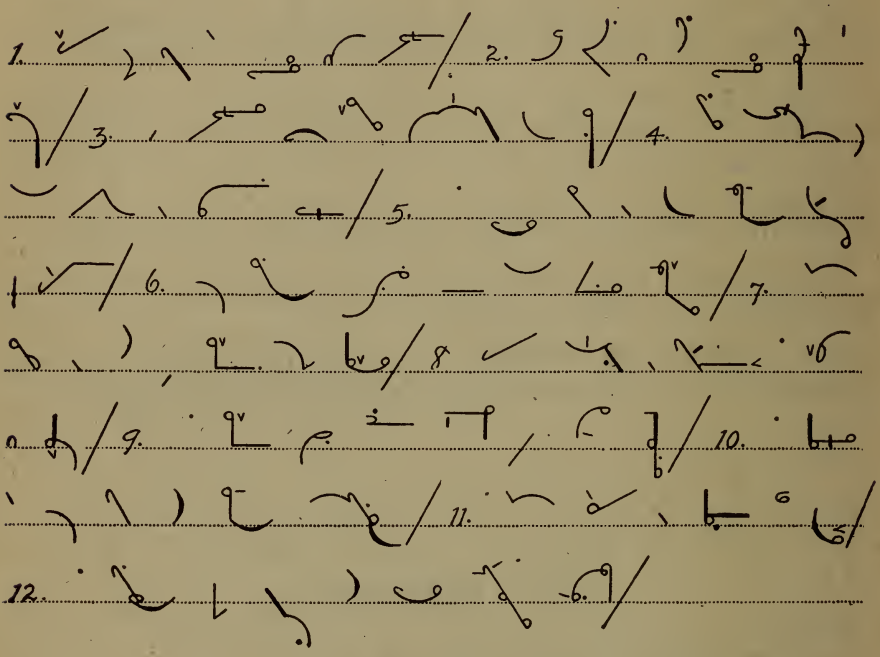
capability, Key: Bee [2]

capable-y, Kay-Bel [2]

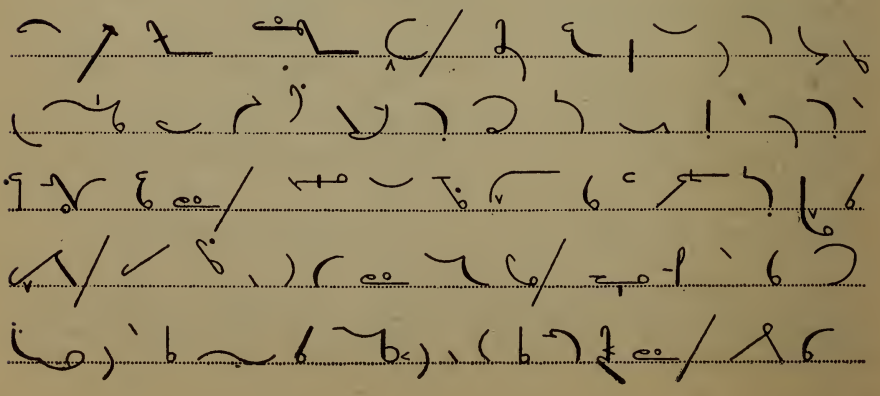
(a) Derivatives.—Surprised, Sperst[2]; surprises, Sperses[2]; nearer, Ner-Ar[2]; nearly, Ner-El[2]; improbable, Em-Per[2]-Bee; incapable, En-Kay-Bel[2].

Exercise, XXI

Caution.—Be sure to close the circles and loops completely and to make the straight stems to which they are joined perfectly straight at all times.



Letter No. 13



Test Words, XXI

shark	thirst	suitor	stroker
marvel	endure	seeker	lisper
gear	enroll	scars	pastry
church	ignore	cigar	designer
prosper	epicure	strip	prisoner
scream	cheese-press	stripper	distress
scrawl	stopper	term	almost
disgrace	film	foolish	thereto
discourage	sooner	volume	wherever
obscure	procure	domineer	wherefore
curb	vulgar	incur	(Each mistake
recourse	supper	stretcher	is 2 demerits.)

Movement Exercise, XXI

a. Never refuse to consider advice.

b. Character is the only true culture.

c. Music hath charms to sooth the savage breast.

d. People who hope for the best do most to secure it.

e. Honest industry should appeal to us as an ideal of life.

f. It is only the steady stream which finally wears its way to the sea.

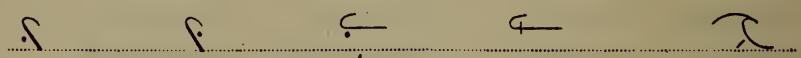
g. You will never receive a full measure of success unless you take real pleasure in your work.

TWENTY-SECOND LESSON

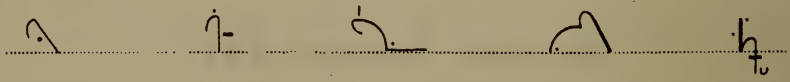
The Enlarged L and R-Hooks

124. Enlarging a small l-hook adds *r;* enlarging an r-hook adds l.

(a) The letter added by enlarging an l or r-hook is read *after the vowels* following its consonant group.

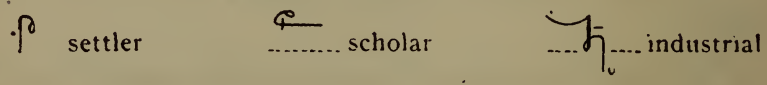


R added—
Abler Blair clear collar muffler



L added—
April control frolic liberal editorial

(b) S may be prefixed to an enlarged l or r-hook by writing the Iss-circle distinctly within the hook.



settler scholar industrial

(c) An initial hook is not enlarged to add *l* or *r* when followed by a final vowel.

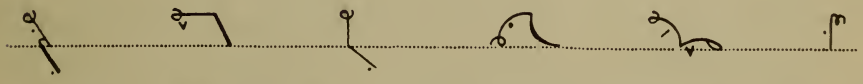
pearl pearly floor Flora frill freely

(d) An enlarged l-hook sign is named Pler, Tler, Kler, etc.; an enlarged r-hook sign is named Prel, Trel, Krel, Cherl, Merl, Nerl, etc.

The In-Hook

125. The syllable *in, en* or *un* at the beginning of a word and followed by *s,* is usually represented by a small curl prefixed to the Iss-circle when this circle would otherwise have to go on the back of En.

(a) The small curl prefixed to an Iss-circle is named the In-Hook.



Inseparable, inscribe, unstrap, enslave, unsurmised, unsettle

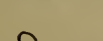
Note.—Whether *in, en,* or *un* is intended in each particular case is determined from the remainder of the word.

126. Vocabulary

during, Der [3]

larger, Jer [3]

avail, Vel [2]


failure, fuller, Fler [2]

danger, Dee [2]-Jer

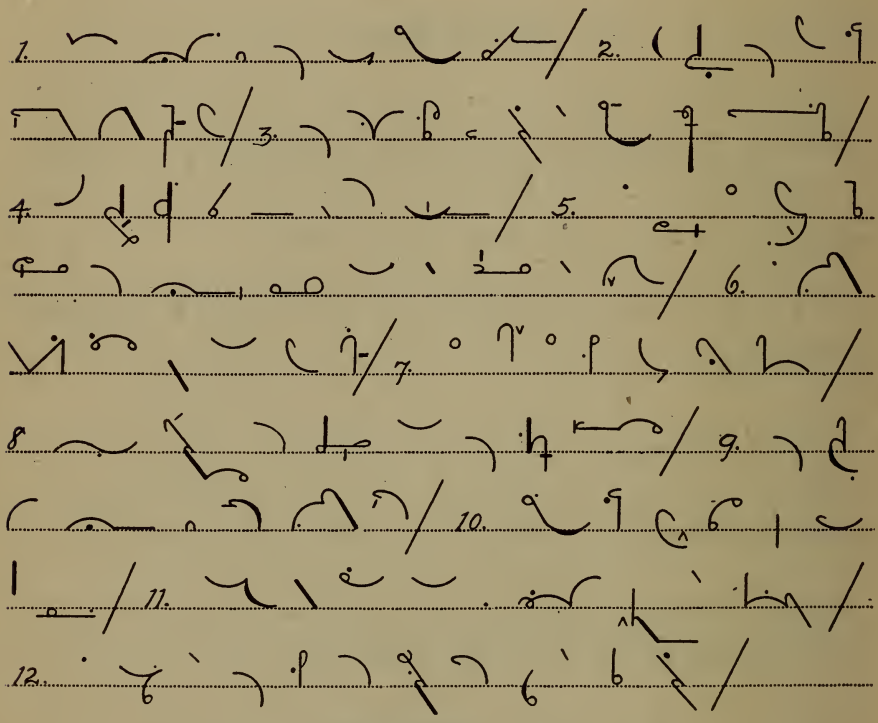
influential, En-Shel [1]

Yours truly, Yay [2]-Trel

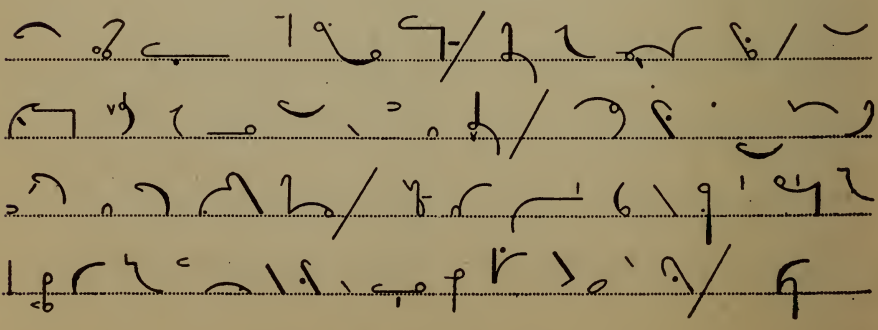
very truly, Ver [2]-Trel

Exercise, XXII

Caution.—Make the large hooks large enough so they will never be taken for small hooks. Give a good curve to the In-hook so as not to have it look like an initial tick.



Letter No. 14



Test Words, XXII

abler	glory	enthrall	insecure
blur	curly	clerk	inscribe
teller	moral	mackerel	unsuppressed
settler	morally	corporal	inspire
glare	flowery	tolerably	unstrap
flower	pickerel	straddler	unseemly
April	scholar	pastoral	unsullied
trial	dabbler	unstrung	insular
trolley	rambler	inseparable	unsolicitous
frill	sprinkler	insuperable	unceremonious
flurry	buckler	unscrew	unswayable
thrill	struggler	enslave	(Each mistake
shriller	implore	enslaver	is 2 demerits.)

Movement Exercise, XXII

a. It is our hearers who inspire us.

b. From the best employees spring the best employers.

c. Accuracy and thoroughness are the genius of this age.

d. Enthusiasm makes work a pleasure and thrills with the very joy of living.

e. The flowers of fame usually reach us in the shape of floral harps and crosses.

f. Inscribe your name on the walls of time in strong and deep characters.

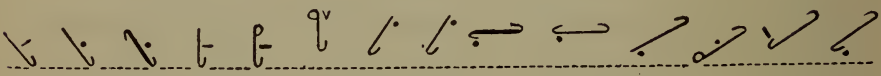
SIXTH GRADE

TWENTY-THIRD LESSON

The Final Hook for F or V

127. A small final hook on the circle-side of straight stems adds *f* or *v*.

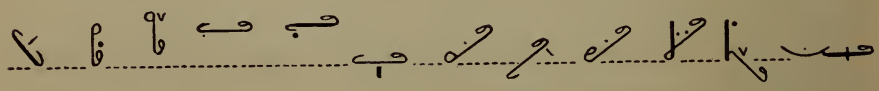
(a) The f or v-hook is read after the vowels accompanying its consonant group.



Puff, pave, brave, tough, stove, strife or strive, chief, achieve, grief or grieve, cleave, reef or reeve, self or serve, wharf, heave

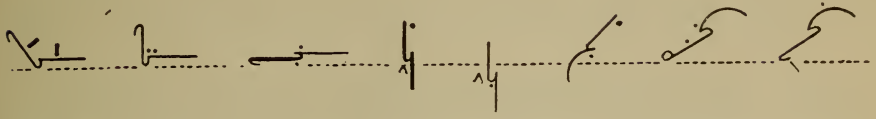
Note.—The context and a little practice will enable the student to determine in any particular whether f or v is intended.

(b) The Iss-circle (never the loops or the large circle) is added to an f-hook by writing the circle distinctly within the hook.



Bluffs, staves, strives, cliffs, grieves, cloves, serfs or serves, hoofs, swerves, deserves, deprives, engulfs

128. The f or v-hook should be employed between stems whenever convenient.

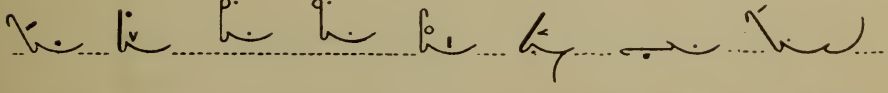


Provoke, traffic, graphic, devoid, outfit, chiefly, servile, hovel

(a) The phonographic syllables *fer* and *ver* following a straight stem, are usually expressed by the f-hook and Ray.

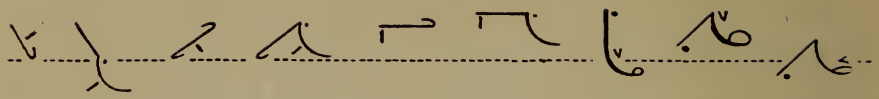
Prefer, proffer, defer, devour, adverse, clover, achiever, river, hover

(b) The phonographic syllables *fen* and *ven* following a straight stem, except Ray or Hay, are usually expressed by the f-hook and En.



Profane, define, stiffen, striven, telephone, juvenile, craven, provincial

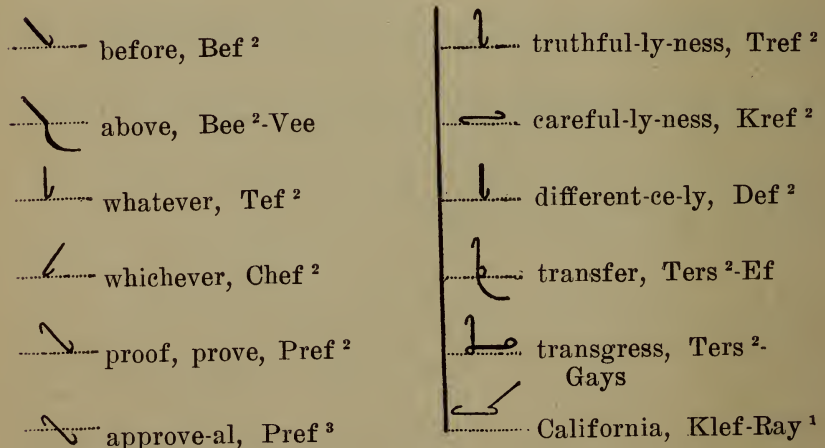
129. Following a straight stem, final *f* and *v* are expressed by the f-hook; but when these consonants precede a final vowel, or a vowel and a final *Iss, Ses, Steh,* or *Ster,* their stems are employed.



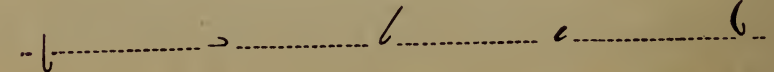
Puff, puffy, huff, huffy, cough, coffee, device, revises, refused

130. In a few instances, *f* or *v* may be added to a curved stem by a long, narrow hook. This use of the f-hook is restricted in application and must be regarded as a license. It is employed in only a few outlines in common and set phrases, and as a contracted affix taken up in a subsequent lesson.

131. **Vocabulary**



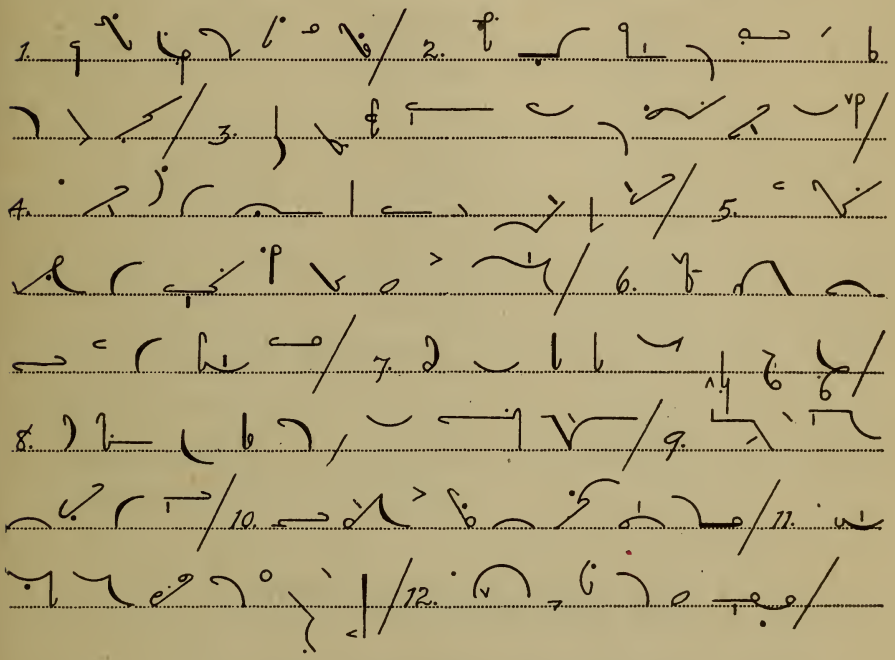
132. *Of* or *have* may be added by an f-hook.



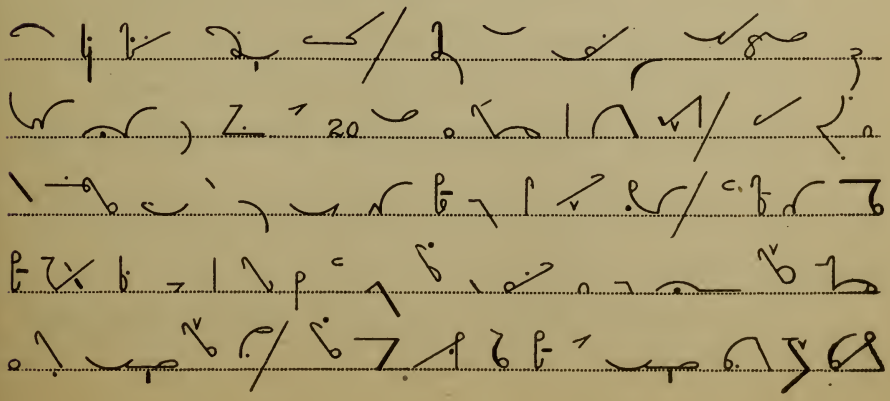
out of and of which have who have they have

Exercise, XXIII

Caution.—Be careful not to curve straight stems accompanied by both an initial and final hook, circle, or loop on the same side.



Letter No. 15



Test Words, XXIII

chaff	cloves	proffer	provoke
achieve	serves	diver	traffic
rove	roofs	traverse	graphic
hoof	coffee	engraver	profanity
cliff	defy	river	prefix
grieve	review	define	province
staff	survey	profane	thievery
beef	rebuff	toughen	there have
brave	retrieve	striven	each have
drive	native	contrivance	whereof
groove	mastiff	devote	which will have
strive	mischief	deviate	(Each mistake
scarf	positive	reverie	is 2 demerits.)

Movement Exercise, XXIII

a. While courage lasts, nothing is lost.

b. Nothing so quickly defeats success as worry.

c. It is only the brave who deserve the fair.

d. He who labors the best really is the happiest.

e. Honesty is truthfulness, and truthfulness shows character.

f. To relieve a youth of all care and duty, is an injustice to him.

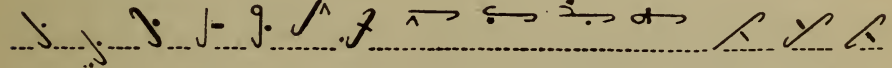
g. Most people dislike vanity in others, whatever share of it they have themselves.

TWENTY-FOURTH LESSON

The Final Hook for N

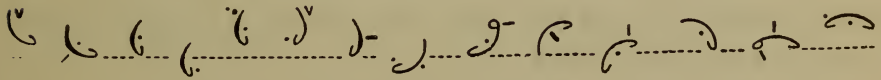
133. A small final hook opposite the circle side of straight stems adds the letter *n* following.

(a) The n-hook is read after the vowels accompanying its consonant group.



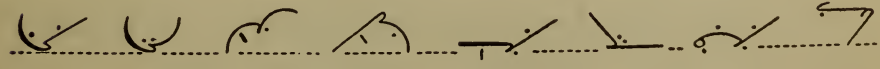
Pen, happen, brain, tone, strain, join, adjourn, coin, clean, weaken, scorn, run, worn, hone

(b) A small final hook on the inside of curve-stems adds the letter *n* following.



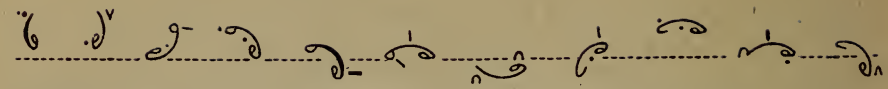
Fine, oven, then, tnan, heathen, assign, zone, ashen, session, loan, woollen, earn, summon, women

(c) The n-hook may be employed between stems.



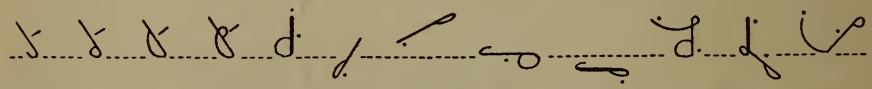
Vaner, vanish, lonely, runner, gunnery, panic, seminary, clincher

134. The Iss-circle may be added to an n-hook by placing the circle distinctly within the hook.



Heathens, assigns, sessions, concerns, swoons, summons, unions, woollens, women's, yoeman's, frowns.

(a) *S, s-s, st* or *str* may be added to an n-hook on straight stems, finally, by placing the required sign in the place of the hook which is thus implied.



Pun, puns, punster, punsters, condenses, chanced, rinsed, cleanses, glanced, instances, dispensed, conference

Note.—Observe that the sign for *s, s-s, st,* or *str* without an implied n-hook is not placed on the n-hook side of straight stems, but is turned on the opposite side, or in the direction of the long hand letter *O.* (38, c).

(b) The n-hook and a circle are sometimes used between stems, in which case the circle is written distinctly within the hook.

Ransack, ransom, lonesome, mainstay, gainsaid, kinsman, rinser

135. The stem for *n* must be employed preceding a final vowel; also, preceding a vowel and a final *s, s-s, st* or *str* which may be represented by its brief sign.

Rain, rainy, pen, penny, bone, ebony, denies, Genesis

136. *Own, one* or *than* may be added to a stem without a final hook, circle or loop by an n-hook.

my own at our own to our own any one some one more than

137. Vocabulary

upon, Pen [2]

been, Ben [2]

general-ly, Jen [2]

balance, Blens [3]

learn-ed, alone, Len [2]

often, Fen [2]

men, Men [1]

Man, Men [2]

opinion, any one, Nen [1]

can, question-ed, Ken [2]

again, Gen [2]

explain-atory, explanation, Splen [2]

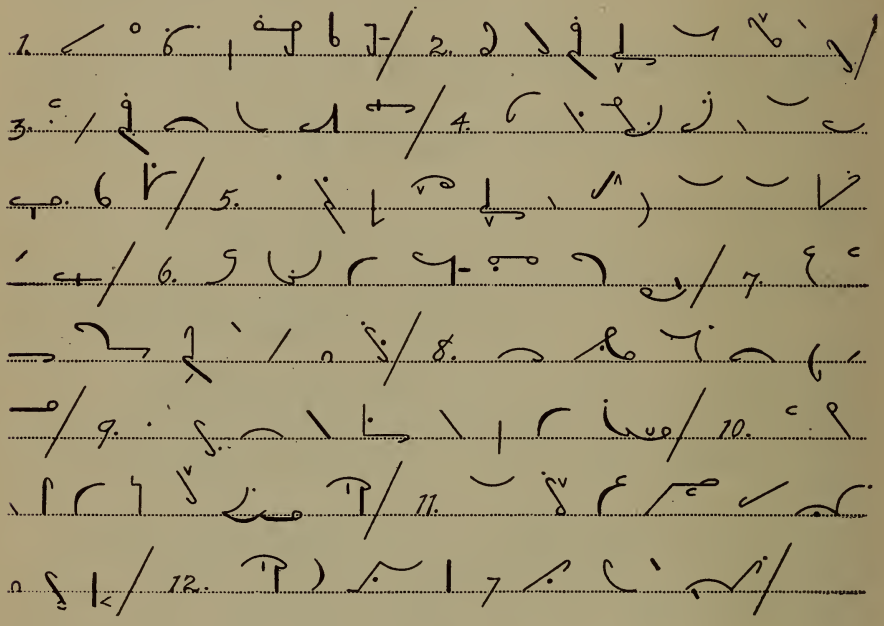
at, once [2]

we, can [1]

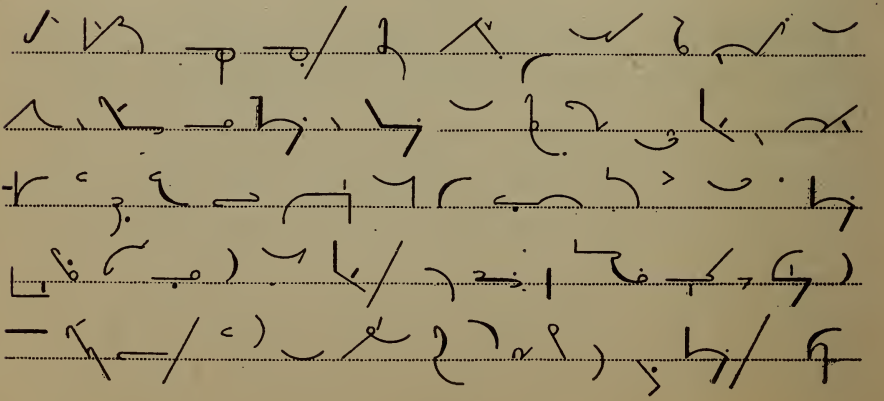
Derivatives. Balances, Blenses[3]; unbalanced, En-Blenst[3]; learner, Len[2]-Ar; oftener, Fen[2]-Ray; questioner, Ken[2]-Ar.

Exercise, XXIV

Caution.—Be careful not to curve straight stems having an initial and a final hook or circle on the same side.



Letter No. 16



Test Words, XXIV

open	sudden	dance	obtains
attune	plain	danced	pagans
adjoin	apron	condenses	ruffians
coin	slain	chains	orange
ran	woollen	chanced	rainbow
hone	worn	cleanses	canopy
vain	weapon	rinsed	stanch
assign	frown	spins	panic
thin	shrine	spinster	penny
lane	sustain	spinsters	venom
earn	screen	fines	rinser
mean	sworn	shrines	(A mistake is
noon	pains	assigns	2 demerits.)

Movement Exercise, XXIV

a. Economy of time should be learned early in life.

b. There can be no reverence where there is no respect.

c. The keen eye for blemishes often misses the blessings.

d. Cheerfulness is a duty of life and is necessary to happiness.

e. The more we learn by observation the less we have to learn by experience.

f. We can never be happy until we first seek the happiness of others.

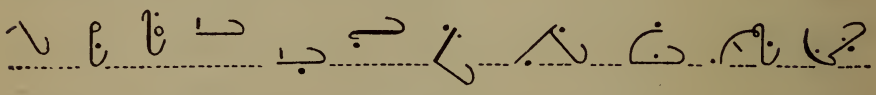
g. Plain living and high thinking was the rule in Athen's happy days.

TWENTY-FIFTH LESSON

The Shon and Tiv Hooks

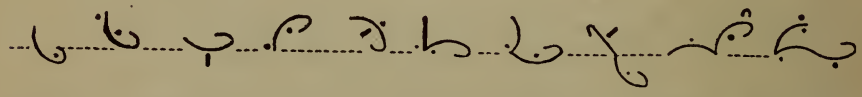
138. A large final hook on the circle-side of straight stems adds the sound of *shon*.

(a) The Shon-hook is read after the vowels accompanying its consonant group.



Option, station, derision, auction, occasion, Grecian , Egyptian, repletion, election, illustration, veneration

(b) A large final hook on the inside of curved stems adds the sound of *shon*.

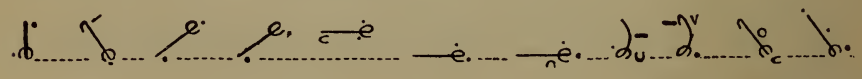


Fashion, evasion, notion, elation, oration, admission, ascension, profession, emulation, elimination

139. When the sound of *shon* is preceded by a vowel and *s*, it is usually represented by a small *curl added* to the Iss-circle on the opposite side of the stem.

(a) The small curl representing *shon* is named *Eshon*.

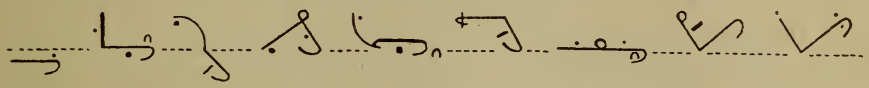
(b) A First Place vowel occurring between *s* and *Eshon* is written at the left of Eshon, and a Second or Third Place vowel at the right.



Decision, procession, recision, recession, acquisition, accession, accusation, association, authorization, persuasion, compensation

140. A large final hook on the n-hook side of a straight stem adds the sound of *tive.*

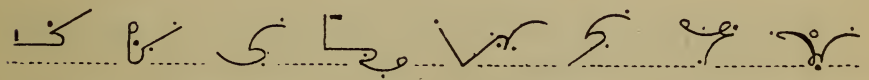
(a) The Tiv-hook is read after the vowels accompanying its consonant group.



Active, educative, eruptive, receptive, figurative, corruptive, executive, sportive, comparative

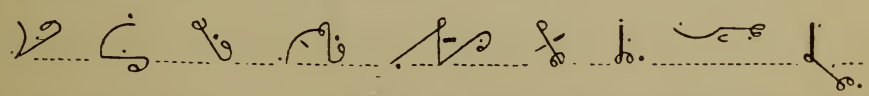
(b) The syllable *tive* following a curved stem or a circle is expressed by Tef.

(c) The hooks for *shon* and *tive* may be employed between stems.



Auctioneer, stationary, national, talkativeness, comparatively, rational, sensational, conversational

(d) Iss (never the loops or large circle) may be added to the shon and tiv-hooks by writing the Iss-circle distinctly within the hook or curl.



Assertions, electives, inspirations, illustrations, restoratives, suppositions, condensations, inquisitions, dispensations

141. In phrase writing the sign for *you* is sometimes inverted to secure a more convenient junction.

when you before you

142. Vocabulary

position, Peeseshon ²

possession, Peeseshon ³

objection, Beeshon ²

objective, Beetive ²

subjection, Sbeeshon ²

subjective, Sbeetive ²

application, Pelshon ³

satisfaction, Steeshon ³

objectionable, Beeshon ²-Bee

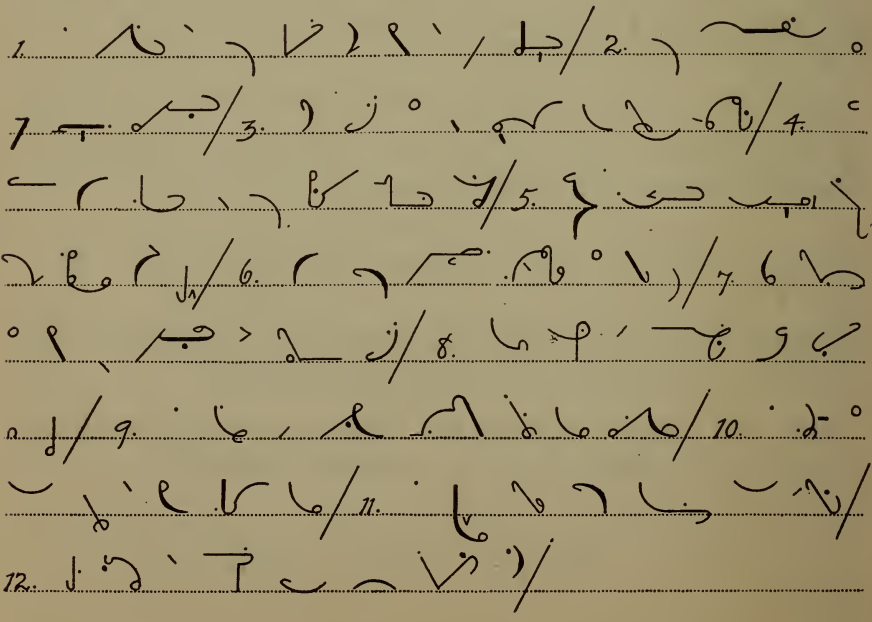
representation, Ray ²-Peeshon

representative, Ray ²-Peetive

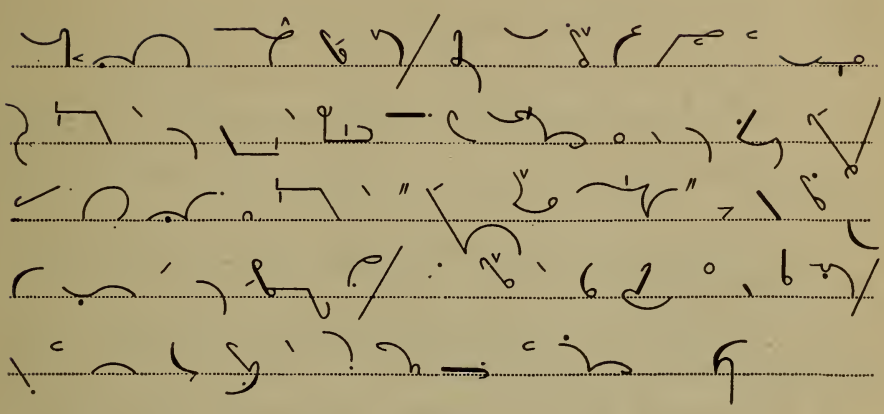
investigation, En-Veeseshon ²

Exercise, XXV

Caution.—Make the large hooks quite large, so as to show a positive distinction between them and the small hooks.



Letter No. 17



Test Words, XXV

passion	adoption	physician	intuitive
option	petition	accusation	nutritive
edition	education	condensation	corroborative
sedition	location	active	excursion
occasion	deception	talkative	discretionary
ration	eruption	deceptive	transitional
section	veneration	fugitive	receptives
completion	discussion	competition	invectives
notion	stationary	disposition	decisions
emotion	supposition	impression	recisions
lotion	precision	illustration	compensations

Movement Exercise, XXV

a. We live in the consequences of past actions.

b. Keep in the procession, if you would advance.

c. Civilization owes itself to the saving force of ideas.

d. Temptation and pain develop the capacity for happiness.

e. Perhaps nothing unveils the soul so thoroughly as conversation.

f. The desire for knowledge is always increased with the acquisition of knowledge.

g. What you know is yours; what you tell is public property.

SEVENTH GRADE

TWENTY-SIXTH LESSON

Em Shaded to Add P or B

143. Em may be shaded to add a following *p* or *b*.

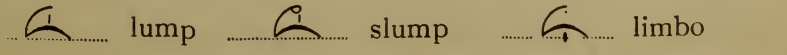
(a) A vowel accompanying *mp* or *mb* is read either before or after the group, according to its location, but never between the letters composing the group.

P added—Camp, impeach, impede, impose, campaign,
B added—Emboss, humbug, bamboo, embody, embezzle

(b) Shaded Em is named Emp, when *p* is added; Emb, when *b* is added.

(c) Emp and Emb do not take an initial hook, and are, therefore, never mistaken for Mer. However, a final hook may be added, as is seen in the foregoing illustrations.

145. The stem for *l* is written downward preceding Emp or Emb.

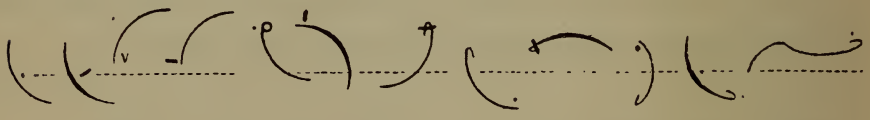


Double Lengthening

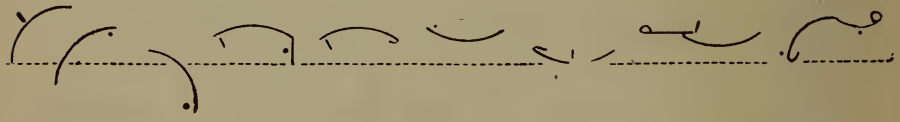
146. Any curved stem (except Ing) may be made double its length to add the sound of *tr, dr,* or *thr.*

(a) These double-length curved stems may take a circle or hook, initially or finally.

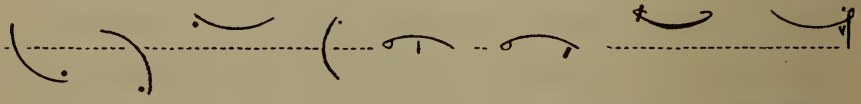
(b) *Tr, dr,* or *thr,* indicated by lengthening, is read after the vowels accompanying the stem, but before a final hook, circle or loop.



Tr added—Fetter, voter, lighter, alter, sifter, water, shorter, flatter, mortar, Eastern, veteran, lantern



Dr added—Older, ladder, ardor, moderate, modern, hinder, wonder, squander, wilderness



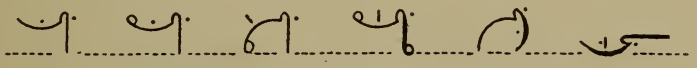
Thr added—Father, Arthur, neither, thither, smother, smoother, Northern, anthracite

(c) Straight stems may occasionally be made double-length to add *tr, dr,* or *thr;* but this principle is usually applied only to such stems as are preceded by another stem.

147. Ing may be made double its length to add the sound of *kr* or *gr* immediately following it.

Kr added—Anchor, winker, banker, thinker, handkerchief
Gr added—Younger, finger, stronger, angered

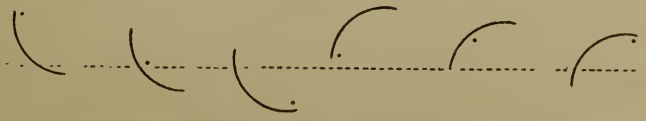
148. The lengthening principle must not be employed when *tr, dr, thr, kr* or *gr* is followed by a final vowel, or by a vowel and a final circle. In this case the stem with the r-hook is employed.



Entry, sentry, sultry, sundries, leathery, hungry

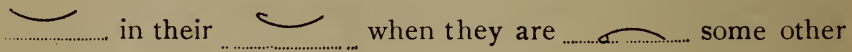
149. In such words as moderation, federation, filtration, alteration, etc., the vowel *a* following *tr* or *dr* may be omitted without impairing legibility and the lengthening principle applied.

150. The first half of an up or down lengthened stem should be placed in the position of the accented vowel.



fitter fetter fatter litter letter latter

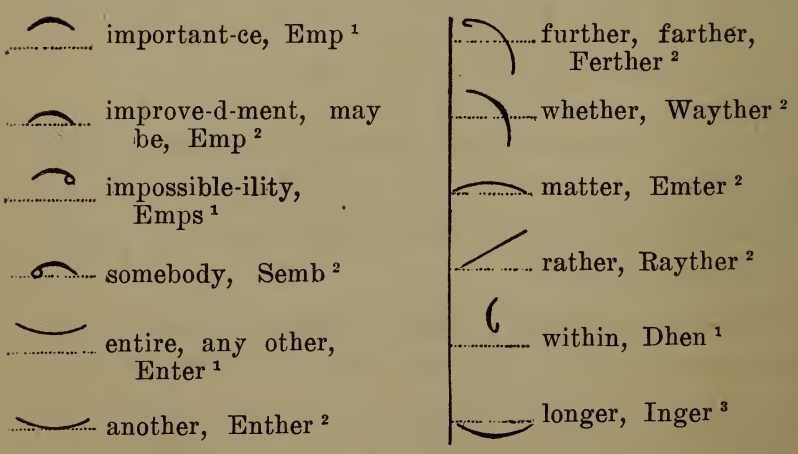
151. A full-length stem without a final hook, loop, or circle, may be lengthened to add *there, their, they are,* and sometimes *other.*



a. *Than, own, one,* may be added to a lengthened sign by an n-hook.

rather than in their own another one

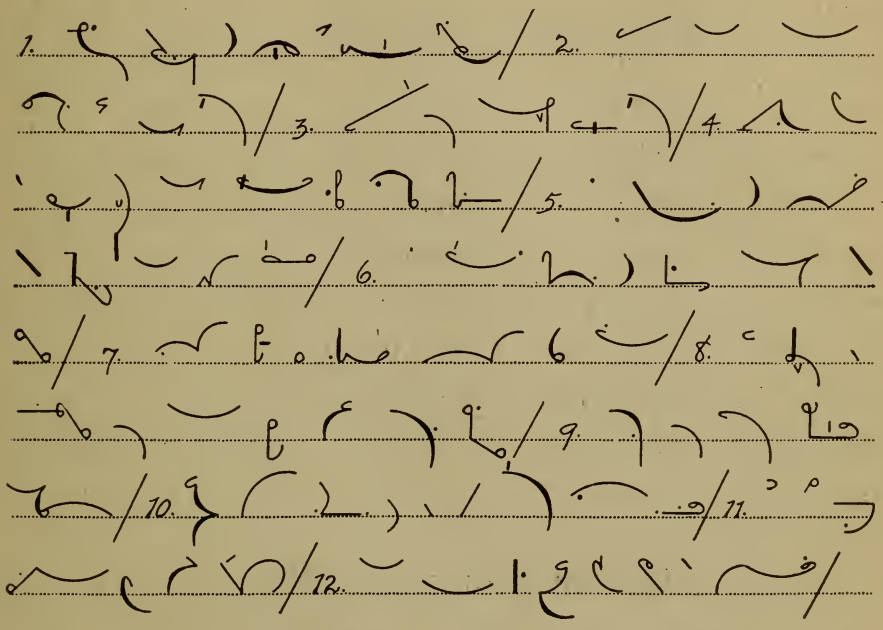
152. Vocabulary



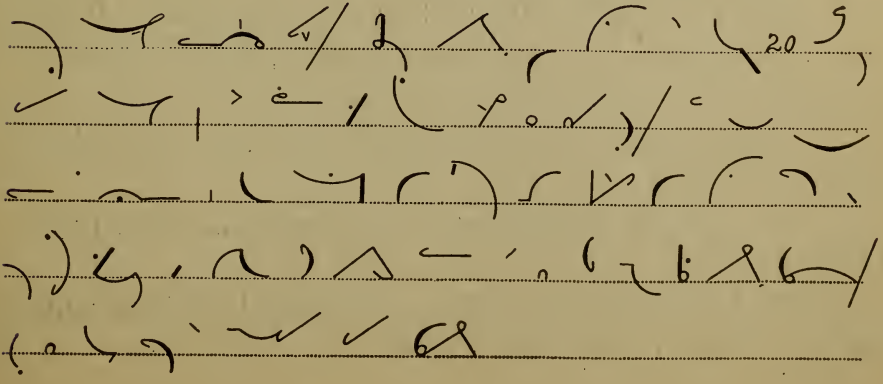
(a) Derivatives.—Unimportant, En-Emp [4]; impossibilities, Empses[1]; entirely, En-ter-El[2].

Exercise, XXVI

Caution.—Make the double-length stems quite long—better too long than too short. **Do not retrace Emp to shade it, but shade it at** the first writing.



Letter No. 18



Test Words, XXVI

pump	embalm	winter	feathery
pomp	ambition	Walter	neutral
tramp	fitter	wilderness	tenderly
camp	voter	wander	engender
stump	oyster	tender	anchorite
impose	latter	ardor	decorator
imposition	older	sinker	was there
empire	latter	stronger	are there
ample	shutter	hunger	while they are
impeach	psalter	anchorage	any other
thump	slaughter	center	may be
shampoo	smoother	sentry	(Each mistake
embezzle	smother	angry	is 2 demerits.)

Movement Exercise, XXVI

a. Oh! for a lodge in some vast wilderness.

b. The chain is no stronger than its weakest link.

c. Where we place trust, there we must have faith.

d. We must tramp upon our feelings when principle is at stake.

e. Speculation is a curse when you win as well as when you lose.

f. To practice patience requires nearly as much practicing as music.

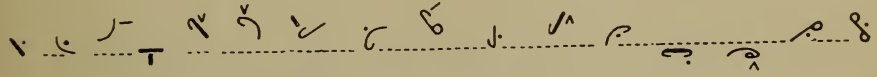
g. Promotion comes to him who waits, but it is more likely to come to him who works.

TWENTY-SEVENTH LESSON

The Halving Principle

153. A stem is made half its normal length to indicate *t* or *d* following.

(a) *T* or *d* indicated by halving a preceding stem is read after any vowel or hook belonging to that stem, but before a final circle.

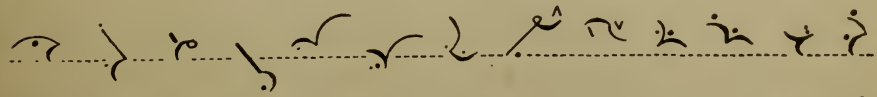


Bet or bed, fate or fad, shot or shod, goat or goad, bright or bride, fright or fried, wart or ward, welt or weld, plots or plods, tent or tend, joint or joined, lent or lend, grant or grand, mounts or mounds, rents or rends, spends

(b) The names of the above signs are: Bet, Fet, Isht, Bret, Fret, Wert, Welt, Plets, Tent, Jent, Lent, Grent, Ments, Rents, and Spends.

154. When the half-lengths for Ar, Em, En, and the stem for *l* have no hooks, they are shaded to add *d*, but are left light to add *t*.

(a) The Shaded half-length sign for l is always written downward.

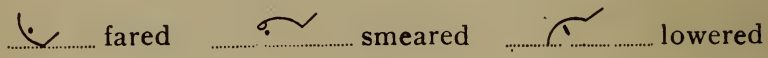


Mailed, compelled, sold, barred, middle, hardly, ascend, resound, modified, esteemed, redeemed, handled, retailed

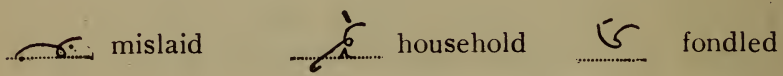
(b) The names of the shaded half-length stems Ar, Em, En, and El are: Ard, Med, End, and Eld, respectively.

Note.—Yay, Way, Emp, and Ing are made half-length only when they have a hook and, therefore, will not be confused with a half-length shaded Ar, Em, En, or El.

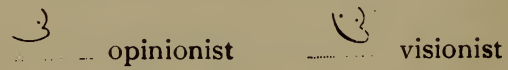
155. To secure an angle with a preceding stem the letters *rd* are sometimes expressed by a half-length Ray, named *Ret*.



156. After a hook or circle it is sometimes more convenient to express *ld* by *Let*.



157. Half-length Es may be written upward when more convenient than the downward direction.

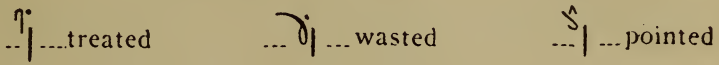


(a) Upward half-length Es is named Ist.

158. The application of the halving principle sometimes makes it necessary to disconnect from each other two stems of unequal lengths when there would not be sufficient angle at their junction, if connected.

situated probate tactic critic emphatic assuaged

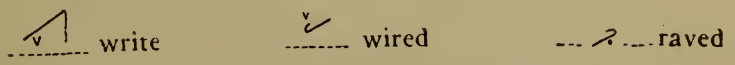
159. When an outline representing the present tense of a verb ends with a half-length or Steh-loop, the past tense is represented by writing Dee beside the outline of the present tense.



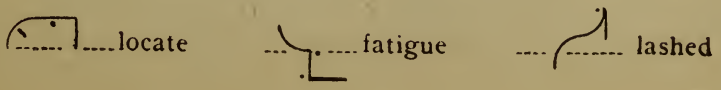
Note.—The advanced writer usually omits the extra stem Dee denoting the past tense, and uses the same form for both the present and past tenses.

Exceptions to the Halving Principle

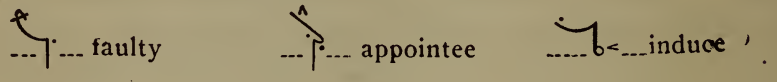
160. A half-length Ray implying a following *t* or *d* is not employed alone, unless it has a hook. When Ray is the only consonant preceding final *t* or *d*, the stem for this *t* or *d* must be employed.



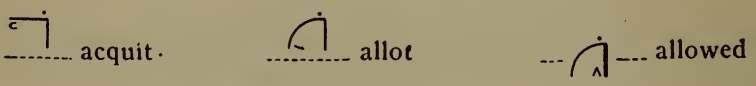
(a) It is seldom advisable to employ a half-length stem with a full-length stem, unless there is a distinct angle at their junction showing the exact length of each stem.



(b) *T* and *d* are usually expressed by their stems preceding a final vowel, or preceding a vowel and final *s*. A final vowel thus implied need not be expressed.

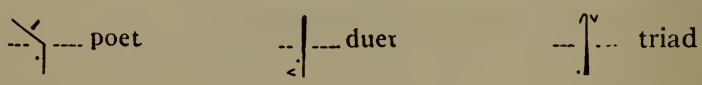


(c) When an initial vowel is followed by a consonant, a vowel and final *t* or *d*, the stem for this *t* or *d* must be employed.



Note.—The object of the foregoing principle is to provide a distinction between such words as *quit* and *acquit, foot* and *afoot, light* and *alight, loud* and *allowed,* etc.

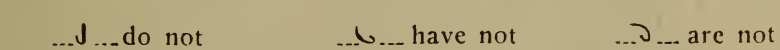
(d) Final *t* or *d,* preceded by two concurrent vowels, is expressed by its stem.



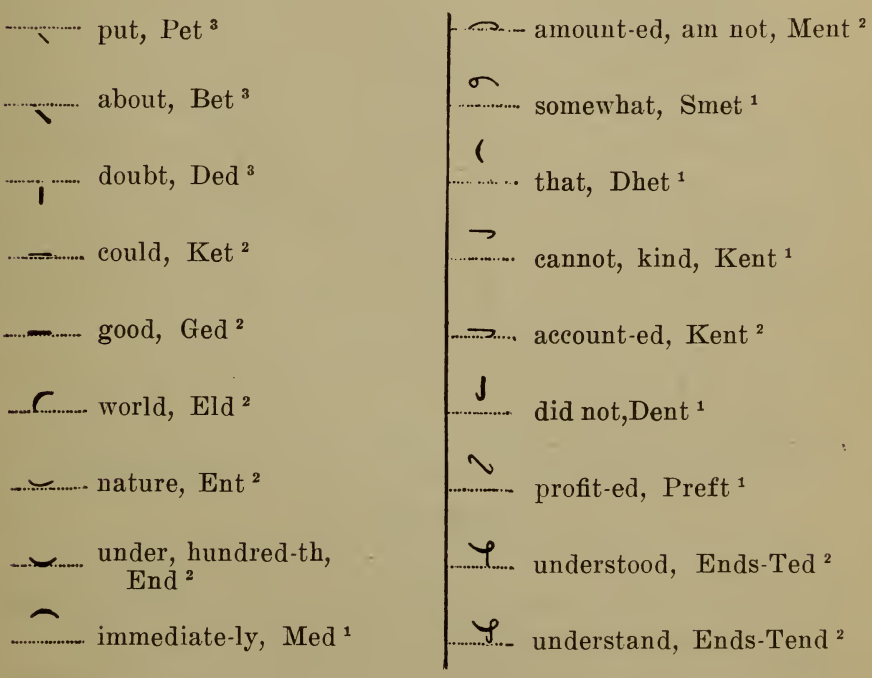
Note.—The object of the foregoing principle is to provide a distinction between such words as *quite* and *quiet, pet* and *poet, flute and fluid, debt* and *duet,* etc.

(e) When *l, r* or *n* is preceded by a vowel and a consonant, and followed by a sounded vowel and final *d,* (not *t*) this final *d* must be expressed by its stem.

161. The word *not* may be added to a full length word-sign without a final hook or circle by an n-hook and making the stem half-length.



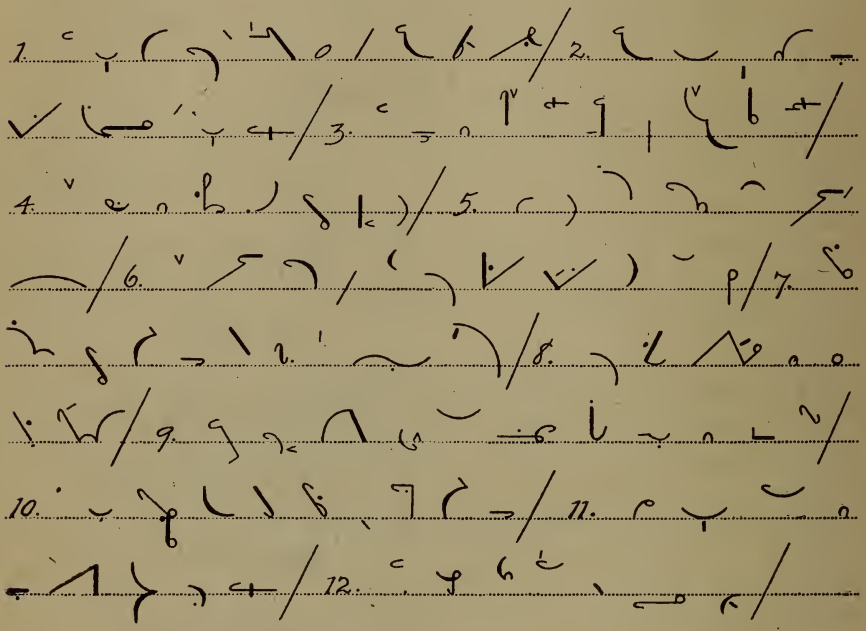
162. Vocabulary



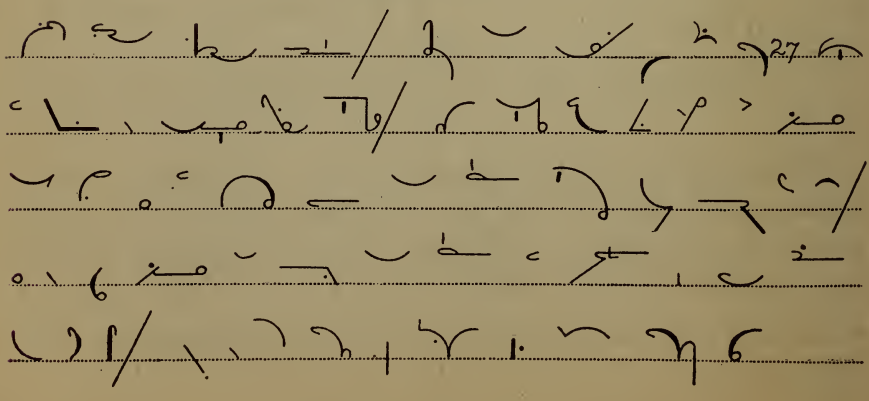
Derivatives.—Doubtful, Det 3-Fel; doubtless, Det 3-Lays; goodness, Ged 2-Ens; worldly, Eld 2-El; worldliness, Eld 2-El-Ens; naturally, Net 2-El; kindly, Kent 4-Lay; kindness, Kent 1-Ens; kindest, Kent 1-Est; unkind, En-Kent 1; accountant, Kent 2-Ent; misunderstood, Ems-Ends-Tet 2.

Exercise, XXVII

Caution.—Make a positive distinction between full-length and half-length stems. Observe also that a half-length curve has more curve than a full-length one.



Letter No. 19



Test Words, XXVII

fad	hurt	rescind	allayed
deeds	need	bottom	riot
sacked	mode	written	cruet
paint	slight	detect	methodic
round	sold	detained	thinnest
plate	smote	moored	fashionist
brought	summed	dated	legitimate
puffed	sound	founded	mountain
fashioned	beamed	vested	dependent
occasioned	nailed	fired	providential
light	medium	narrowed	attitude
lied	racked	tirade	(Each mistake
hard	remote	locate	is 2 demerits.)

Movement Exercise, XXVII

a. Many an eloquent sermon is preached in silence.

b. The world is full of men whose intentions are good.

c. Thoroughness gets more results than the inspiration of genius.

d. It is the habit of not thinking that keeps mankind in a rut.

e. The love of duty is an essential part of all healthy human nature.

f. There is no action so slight but it may be done to a great purpose and ennobled thereby.

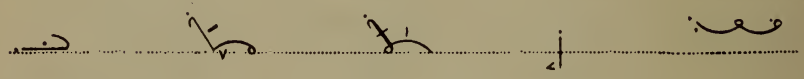
g. Be not the first to cast the old aside, nor yet the last by whom the new is tried.

EIGHTH GRADE

TWENTY-EIGHTH LESSON

Contracted Prefix Signs

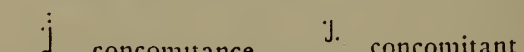
163. *Con, conn, com, comm, cum,* or *cog* may be expressed by a light dot placed at the beginning of an outline.



connection, compromise, cumbersome, commute, cognizance

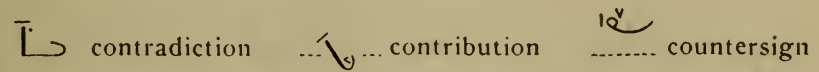
Note.—All prefix-signs should be written before the body of the outline is started.

(a) *Concom* is expressed by two dots, one above the other, placed at the beginning of an outline.

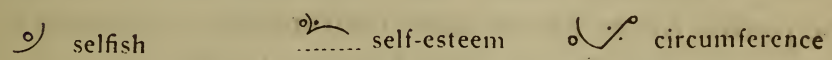


164. *Accom* is expressed by a heavy dot placed at the beginning of an outline.

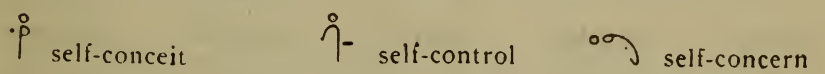
165. *Contra, contro, contri,* or *counter* is expressed by a short light dash placed at the beginning of an outline and written at right angles to the following stem.



166. *Circum* or *self* is expressed by an Iss-circle placed beside the first stem of an outline.



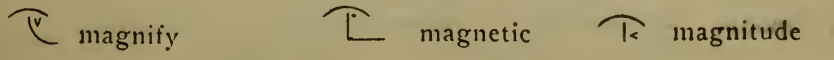
167. *Self-con, self-com,* or *self-cog* is expressed by an Iss-circle written in the position of the Con-dot.



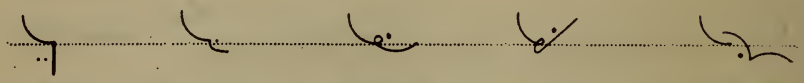
168. *Inter, enter,* or *intro* is expressed by a half-length En at the beginning of an outline. This prefix sign is usually joined to the remainder of the outline, but when more convenient, it may be disjoined and placed beside the first stem.

'ntroduce, interrupt, interrogate, intercept, entertain, intermission

169. *Magni, magne,* or *magna* is expressed by an Em placed above the remainder of an outline.

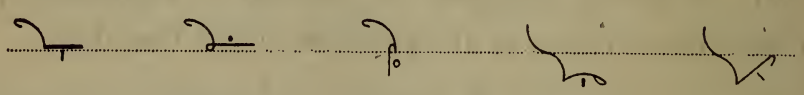


170. *For* or *fore* is usually expressed by Ef in the Second Position. This sign should be joined to the remainder of an outline wherever convenient.



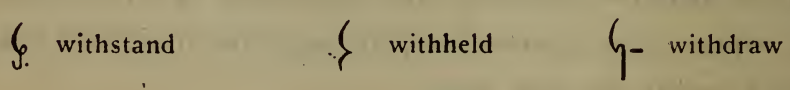
forehead forfeit foreseen foreswear forearm

(a) Preceding Kay, Gay, Iss-Kay, Bee, and Tel, the prefex *for* or *fore* is more conveniently expressed by Fer; preceding Em, Ray, or Iss-Lay, by Ef-Ar.



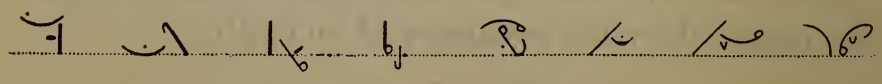
Forego forsake foretell foremost forerun

171. *With,* when a prefix, is expressed by Dhee joined to the remainder of an outline.



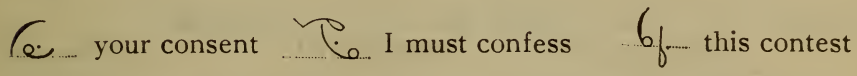
withstand withheld withdraw

172. *Con, conn, com, comm, cum,* or *cog* in the body of a word is implied by writing what follows this syllable partly under or close to the latter part of what precedes it.



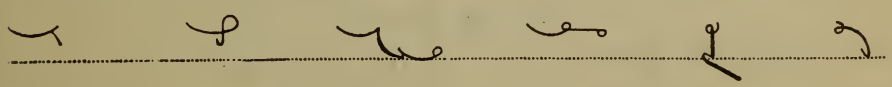
Incommode, decompose, misconception, recognize,
encumber, disconten, recommend, irreconciliation

(a) *Con, conn, com, comm, cum,* or *cog,* beginning a word, is frequently implied by placing the remainder of the outline under or close to the preceding word or phrase.



(b) The word *a* or *and* preceding a word beginning with the prefix *con, conn, com, comm, cum,* or *cog* may be expressed by Ketoid [2] and the prefix implied by placing the remainder of the outline under this sign for *a* or *and.*

(c) *Con,* or *com* preceded by the syllable *in* or *un* is occasionally omitted and the remainder of the word is joined to this syllable.



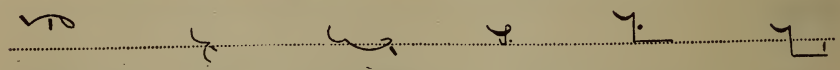
Incomplete inconvenience inconsiderable
inconsistent inconsequence unconcern

Note.—*Con* and *Com* are best expressed by their regular consonant-signs in the words, *comic, comet, comity, comedy, commerce, commissary, commotion, comrade* and their derivatives.

173. Contracted prefix-signs may be joined to initial syllables and to one another.

Unforeseen unencumbered self-contradictory
unselfish unrecompensed

174. Word-signs are sometimes used as prefix-signs and when thus employed, retain their individual positions (except the word *under*).



Almost afternoon undertake
afterthought understand undertook

Note.—Under, used as a prefix-sign, adjusts its position to that of the remainder of the word to which it is joined.

175. The word *it* may be represented by having a preceding full-length sign without a final circle or loop.

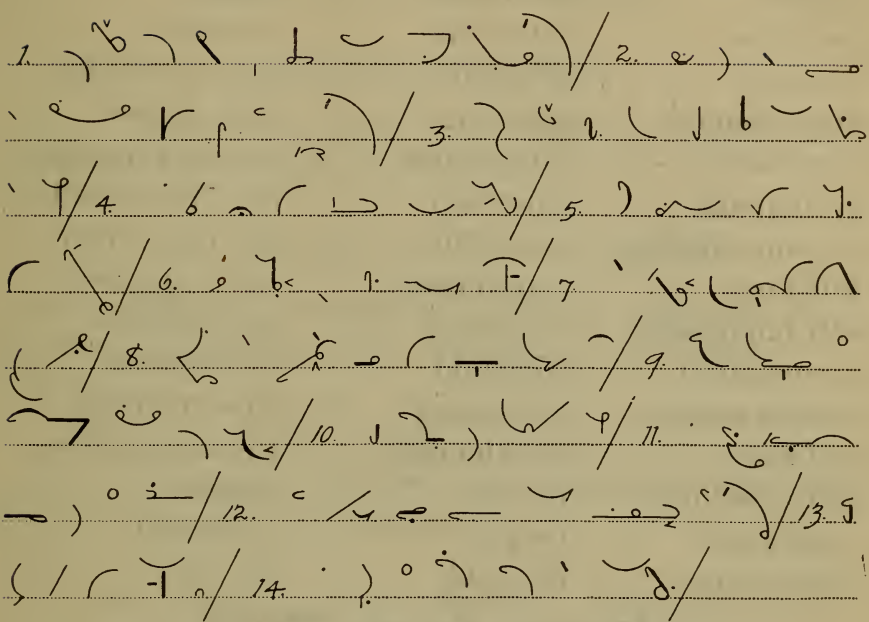
for it in its upon its

176. Vocabulary

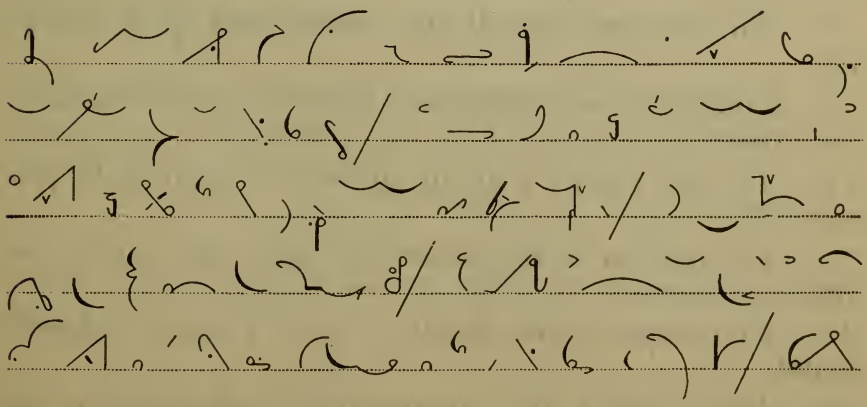
without, Dhet [2]
after, Fet [2]
future-ity, Fet [3]
told, Telt [2]
ability, Blet [1]
gentlemen, Jent [1]
gentleman, Jent [2]
read, ordinary, Ard [1]
is it, Zet [1]
as it, Zet [2]
of it, Vet [1]
hereafter, Reft [2]
interest, Ents-Tee [2]
interested, Ents-Tet [1]

Note.—*Is, as, of,* and *the,* in the phrases *is there, is it, as there, as it, of there, of it* and *the other,* are expressed by their phonographic signs instead of their arbitrary signs.

Exercise, XXVIII



Letter No. 20



Test Words, XXVIII

console	interpose	foresee
convene	intercede	forward
compose	interval	in conversation
cumbersome	introduce	give control
cognizance	intercourse	we can complain
accompany	entertain	he will conclude
accommodation	magnitude	do you contend
self-love	magnificent	was composed
self-important	withdraw	no confusion
circumspect	withhold	recompense
circumvention	withstand	irreconcilable
self-same	forethought	a compensation
self-conscious	forfeit	conical
contradict	forgot	comedian
contravene	foretold	have it

Movement Exercise, XXVIII

a. We are too apt to magnify our losses and difficulties.

b. No one can foretell the possibilities of a human life.

c. Conceit is self-confidence without a foundation to rest upon.

d. Do not accept a favor unless you expect to pay interest.

e. Occupation is the sovereign balm that cures discontent.

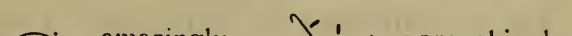
f. Education is the result of hard lessons and self-denial.

g. Every great and commanding movement in the annals of the world is a triumph of enthusiasm.

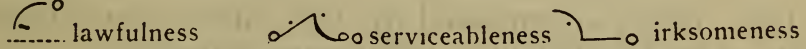
TWENTY-NINTH LESSON

Contracted Affix Signs

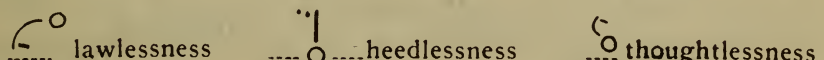
177. *Ingly* is expressed by a disjoined slanting dark dash placed at the end of an outline.



178. *Fulness, someness, or bleness* is expressed by a disjoined Iss-circle placed at the end of an outline.

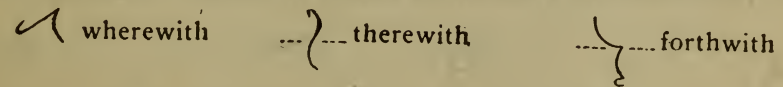


179. *Lessness* is expressed by a disjoined Ses-circle placed at the end of an outline.

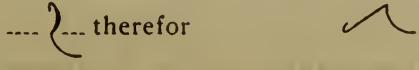


180. *Self* and *selves,* when their circles cannot be conveniently joined, may be disjoined.

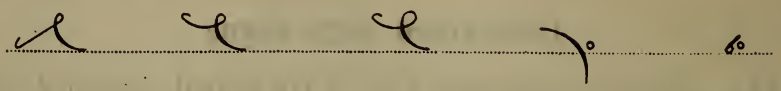
181. *With,* as an affix, is usually expressed by Ith joined, but occasionally the Weh sign is employed.



182. *For* or *fore,* as an affix, is expressed by Ef joined.

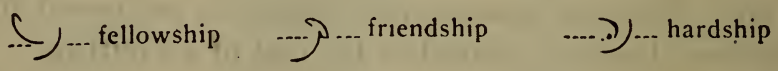


183. *Soever* is expressed by Iss-Vee joined when convenient; or by Iss disjoined when the other is not convenient.

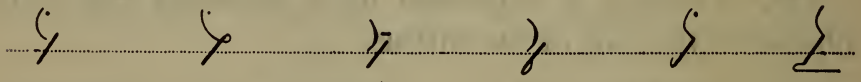


wheresoever whencesoever whosesoever
whensoever whithersoever

184. *Ship* is expressed by Ish joined when convenient. When more convenient the Ish may be disjoined.

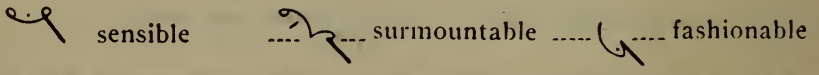


185. *Ology* is expressed by Jay joined when convenient; or by Jay disjoined, when more convenient.

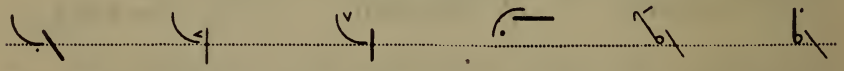


Theology zoology theologian
physiology zoologist theological

186. *Ble, bly,* or *bility,* following a circle or hook, is expressed by Bee joined.

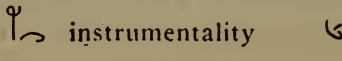


187. *Rity* or *lity* may be expressed by disjoining the stem immediately preceding either of these syllables.

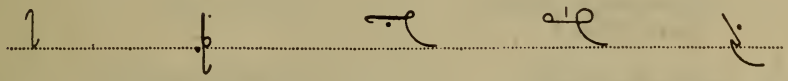


Affability, futility, fidelity, legality, prosperity, disparity

188. *Mental, mentality* are expressed by Ment disjoined.

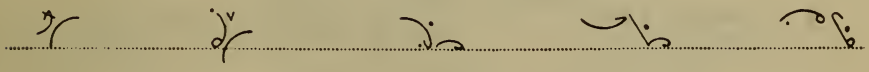


189. Full or fully is frequently expressed by an f-hook, following a full-length straight stem; following a circle or hook, Ef is employed whenever Fel could not be conveniently written.



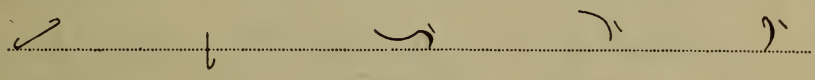
truthfully deceitfully graceful successful painful

190. A prefix or affix form may be disjoined from the remainder of an outline when it will not connect conveniently.



shortly concisely arrangement non-payment misplace

191. *Of* may be expressed by an f-hook whenever convenient; otherwise by the sign for *of* disjoined.

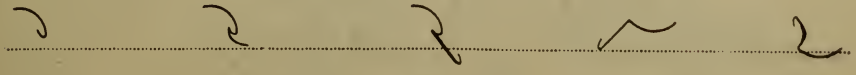


whereof out of unheard of hereof thereof

192. *On* is sometimes expressed by an n-hook.

whereon thereon hanger-on looker-on

193. *In* is sometimes expressed by an n-hook; sometimes by the En stem.



herein hereinafter hereinbefore wherein therein

194. Vocabulary

particular-ly, Pret [1]

opportunity, pretty, part, Pret [2]

astonish-ed-ment, Est [1]

establish-ed-ment Est [2]

authority-ative, Thret [1]

toward, Tret [2]

stood, Stet [2]

quite, Ket [1]

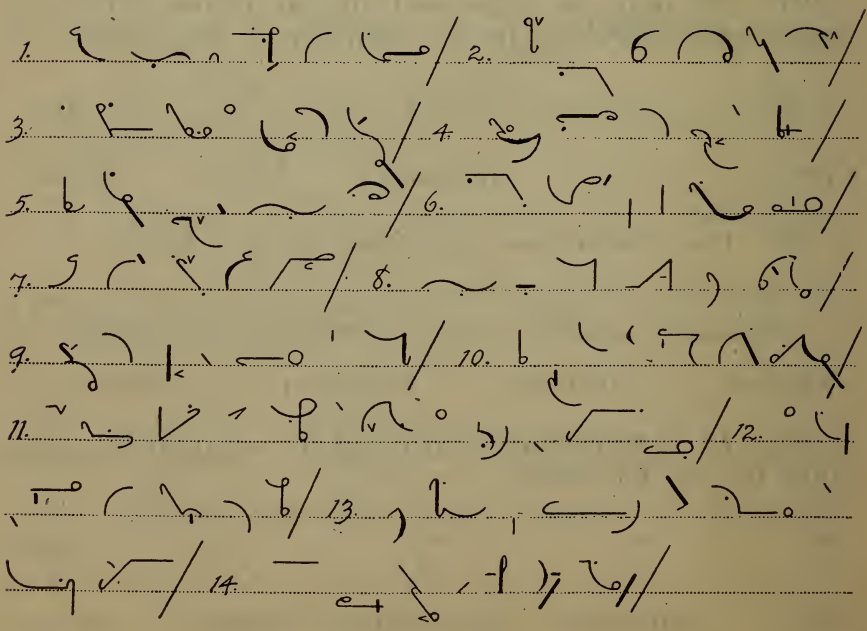
accord-ing-ingly, Kret [1]

security, secured, Skret [3]

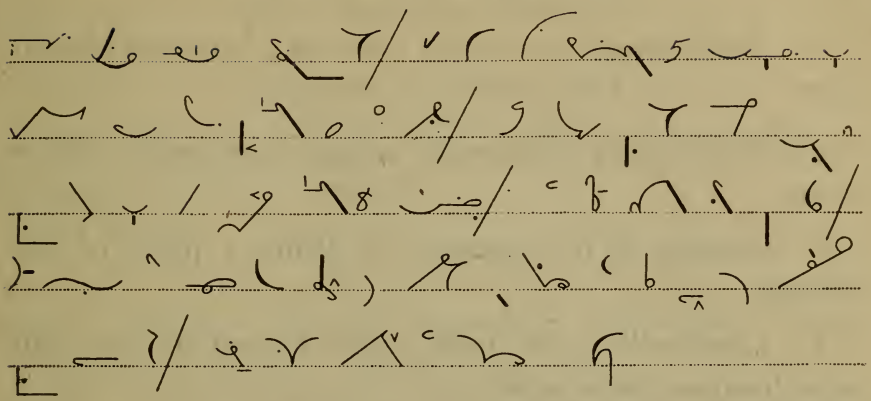
heretofore, Ret [2]-Ef

natural-ly, Ent [2]-El

Exercise, XXIX



Letter No. 21



Test Words, XXIX

knowingly	restlessness	comradeship
laughingly	worthlessness	blissfully
cunningly	wherewith	tuneful
artfulness	accountable	painfully
fretfulness	forcible	inside of
tiresomeness	township	therewith
fruitlessness	stewardship	wherefore
therefore	hereinafter	legality
wherever	affable	sensible
whenever	affability	surmountable
whensoever	slothfulness	questionable
wheresoever	hereinafter	admissible
whosoever	physiologist	thankfulness
geology	zoological	principality
physiology	tautology	thoughtfulness
whereof	mineralogy	thoughtlessness
thought-of	legibility	hardship
whereon	instability	(Each mistake
herein	futility	is 2 demerits.)

Movement Exercise, XXIX

a. Aimlessness is one of success's greatest handicaps.

b. The flowers that smile to-day, to-morrow will be dying.

c. Success in life consists in filling a place of usefulness.

d. Good will is the most vital element of any ordinary business enterprise.

e. Ambition counts for nothing unless backed by a resolute purpose to achieve.

f. Self-satisfaction is always fatal to progress; it means standing still instead of going ahead.

g. Level headed indeed is that man whose judgment is not warped by self-interest.

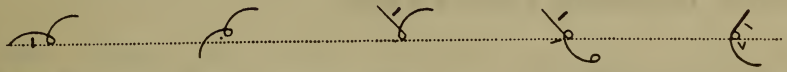
THIRTIETH LESSON

Omission of Consonants

195. *P* is omitted when preceded by *m* and followed by the sound of *t, k,* or *shon.*

Tempt, jumped, exempt, resumption, assumption, empty

196. *T* may be omitted when it occurs between *s* and another consonant; also in a few words with a vowel between the *t* and the following consonant.



Mostly lastly postal postoffice justify

197. *K* may be omitted when it occurs between *ng* and the sound of *s, z,* or *sh.*

Anxiety, anxious, junction, function, sanction

(a) Also preceding the sound of *shon,* when the remainder of the outline would be sufficiently suggestive.

instruction production restriction
destruction abstraction gratification

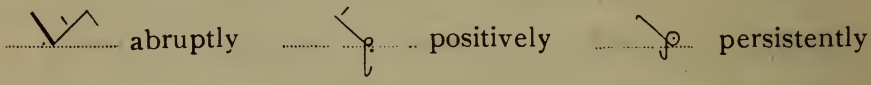
198. *R* may be omitted in the syllables *scribe* and *script.*

Describe proscribe subscribe postscript manuscript

199. *N* is omitted in the prefix *trans,* and the contracted form is placed on the line.

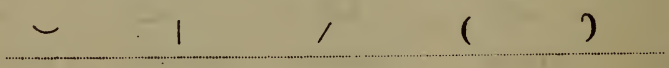
transpose transact transit transmit transcribe transcript

200. The termination *ly* of long words is frequently omitted, especially after a hook.



abruptly positively persistently

201. *Ought* or *what* may be added by halving a full-length word-sign and placing it in the First Position.

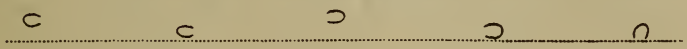


in what, it ought, which ought, they ought, there ought

202. *Had* or *would* may be added to a full-length word-sign by halving and placing it in the Third Position.

It had which had they had there had
It would which would they would there would

203. The Brief-Way and Brief-Yay word-signs may be enlarged to add a Brief-Way word-sign following, the resulting sign taking the shape of a horseshoe.

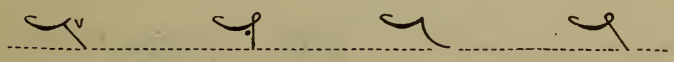


we were were we what we would we you would
with what were what what would would with you were

a. A Brief-Way word-sign is enlarged and written in a slanting position in the direction of Ray or Chay to add a Brief-Yay word-sign following.

with you were you what you would you

204. There are a few outlines beginning with Ray that are made to merge into the outline of the preceding word *in* by converting Ray into an r-hook on the En.



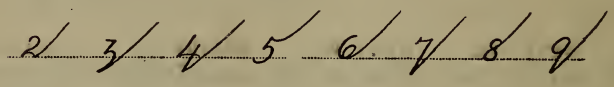
in reply in receipt in reference in respect

205. Many desirable phrase signs are secured by the omission of certain simple words which the context will readily supply. The words most commonly omitted are: *a, and, the, or, to,* etc.

for a long time in the United States more or less hope to have
now and then one or two according to this

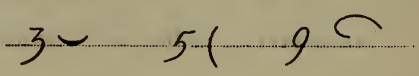
Numbers

206. The termination *ty* in twenty, thirty, forty, etc., is denoted by a long upward line, thus:



20 30 40 50 60 70 80 90

a. In writing round numbers, hundreds, thousands and millions should be expressed by their word-signs.



300 5,000 9,000,000

207. Vocabulary

accurate-ly, Kret [3]

acknowledged, Kay-Jed [1]

indiscriminate-d-ion, Ends [1]-Kay

indispensable-ly, Ends-Pens [2]

intelligence, Ent-Jens [2]

intelligent-ly, Ent-Jent [2]

intelligible-ly, Ent-Jay [2]-Bel

practicable-ility, Per [3]-Ket

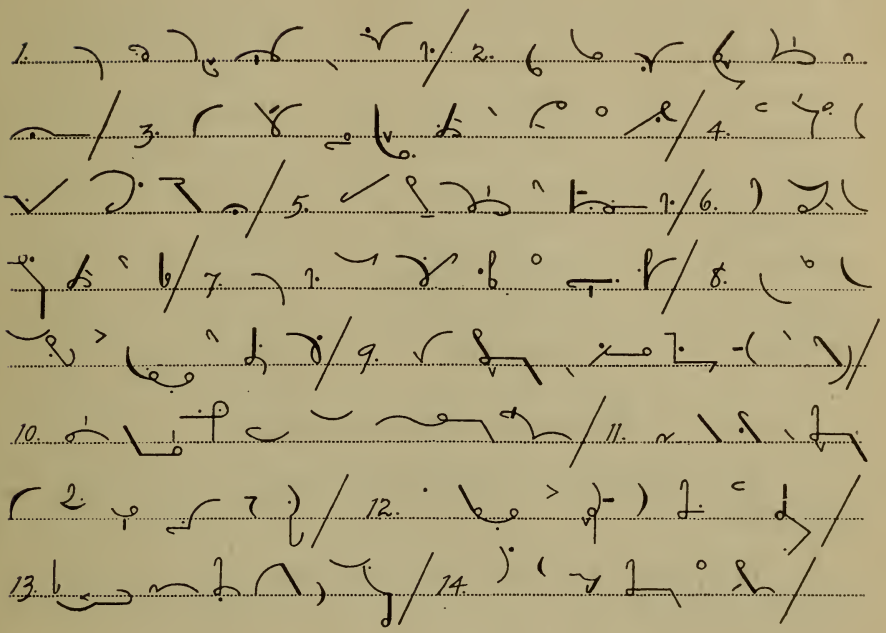
transcript, Ters [2]-Kay-Pet

inconsistent, Enses-Tent [1]

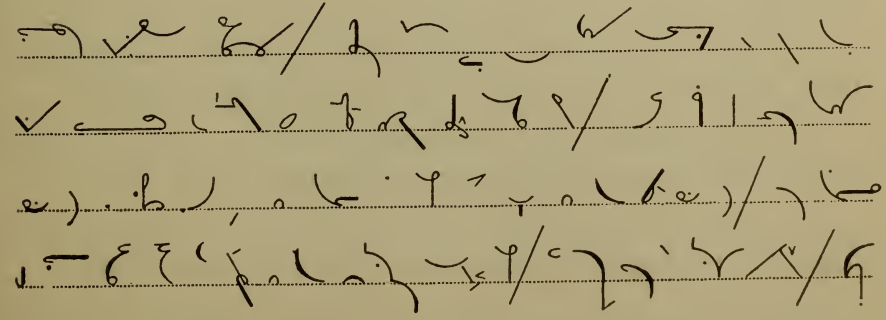
advancement, Dees [3]-Ment

demonstrate-d, Dee [2]-Ems-Tret

Exercise, XXX



Letter No. 22



Test Words, XXX

dumped	adjustment	subscriber
presumption	testify	prescription
co-emption	obstacle	transmit
vastness	domestic	transpose
postage	boastful	transaction
costly	reduction	posted
postpaid	abstraction	acted
custom	destruction	netted
lastly	notification	rented
listless	describe	prompted

Movement Exercise, XXX

a. Real charity is distributed without the blare of trumpets.

b. It is easy to lead people wrong, but it is hard to lead them back.

c. A dash of indifference is often all that separates mediocrity from genius.

d. It is only through labor and painful effort that we move on to better things.

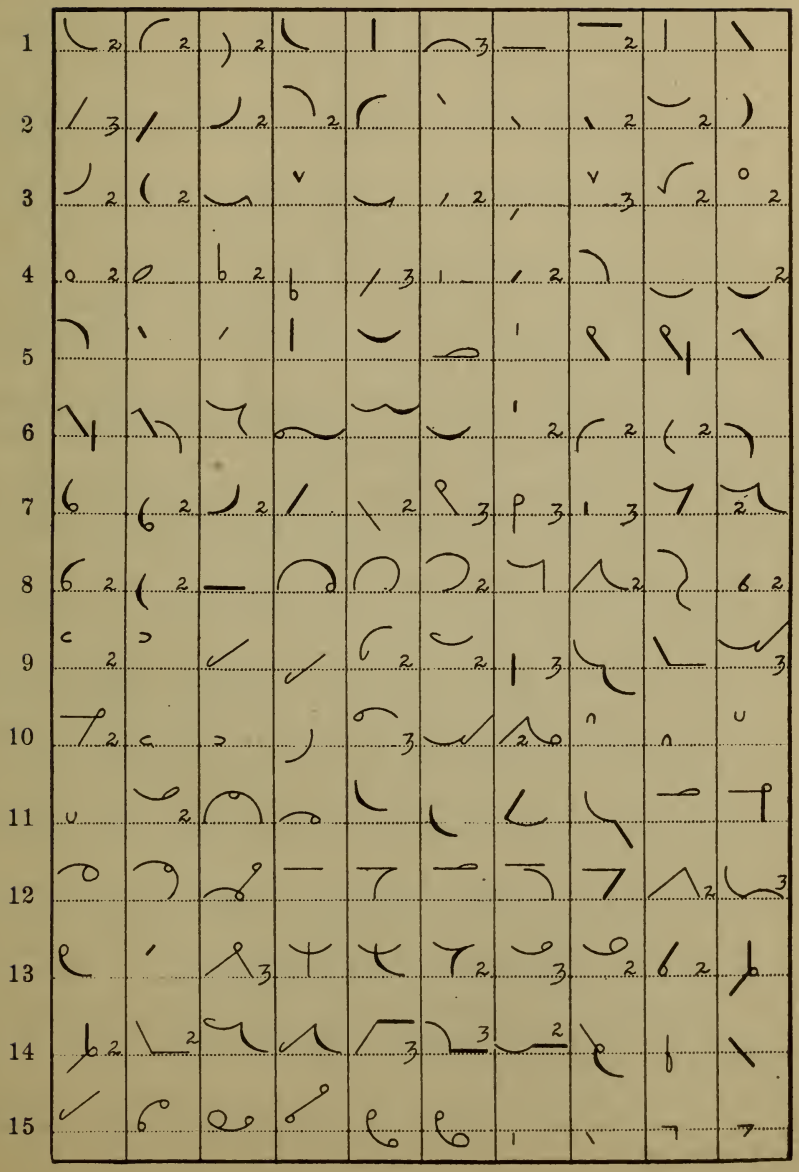
e. One fundamental element of success is promptness, without which there can be no independence.

f. Earnestness and intelligence give birth to great achievements and surmount difficulties with ease.

g. Some men become leaders because of their personality, magnetism, and noble traits of character.

SPECIAL EXERCISE.—Be prepared to name the signs of Word Sign Table No. 2, page 149. (See key, page 150).

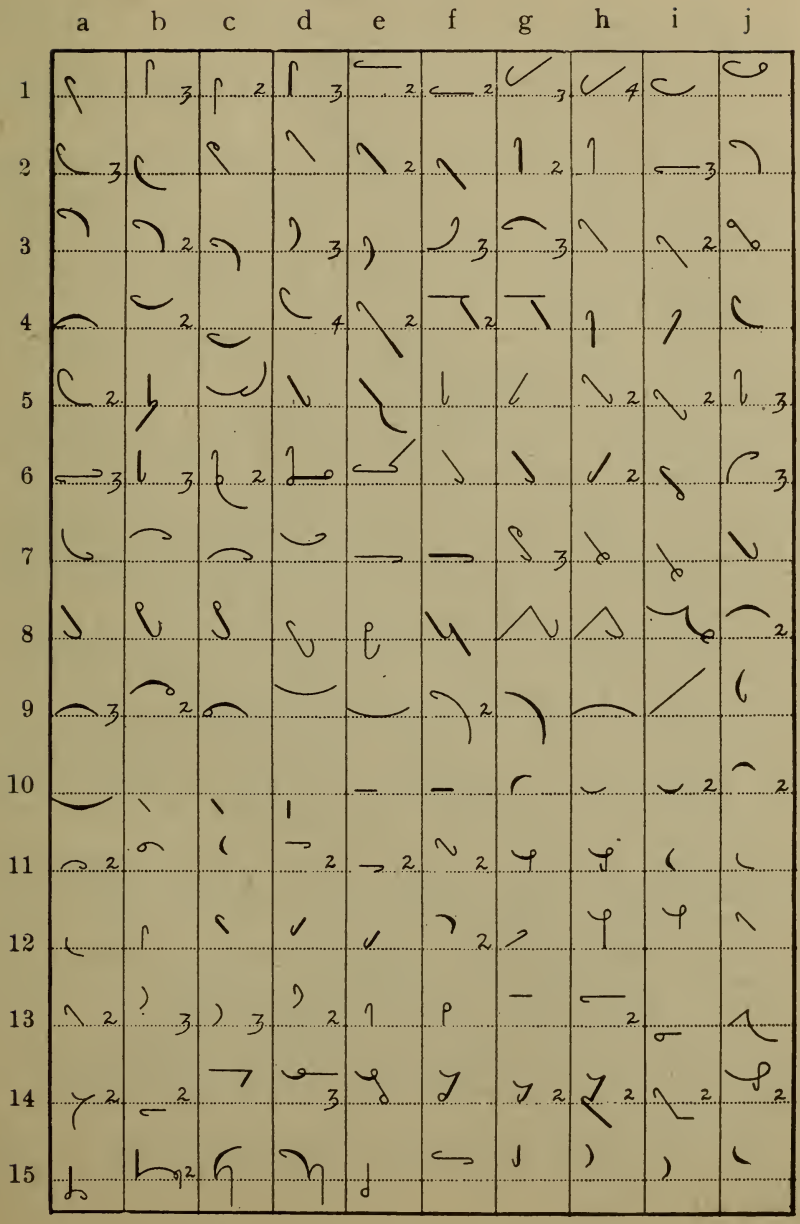
Word Sign Table No. 1.



Key to Word Sign Table No. 1.

1. a. For, fact; b. will, wilt; c. us, use; d. have; e. do; f. am may, him; g. come; h. give-n; i. it; j. be.
2. a. Which, change-d; b. large; c. shall, shalt; d. her, here; e. your; f. of; g. to; h. two, too; i. in, any; j. was.
3. a. Wish, she; b. they, them; c. now; d. ay, aye; e. new, knew; f. should, he; g. how; h. I, eye, high; i. highly, I will; j. is, his.
4. a. As, has; b. first; c. its, it is; d. itself; e. much, charge-d; f. but; g. who-m; h. are; i. own; j. long, along.
5. a. Why; b. all; c. on; d. dollar; e. thing; f. customer; g. or; h. subject; i. subjected; j. object.
6. a. Objected; b. objector; c. nothing; d. something; e. anything; f. language; g. already, awe; h. whole, allow; i. thank, thousand; j. away.
7. a. This; b. those, thus; c. usual-ly; d. advantage; e. hope, happy; f. expect-ed-ation; g. satisfy-ied-ory; h. O, oh, owe; i. knowledge; j. never, November.
8. a. Yours, yourself; b. though, thou; c. together, ago; d. always; e. also; f. Michigan, machine; g. into; h. refer-red-ence; i. herewith; j. whose, who's, who is, who has.
9. a. We, with; b. what; c. where; d. aware; e. while, we will; f. when, we know; g. had, advertise-d-ment; h. forever; i. become; j. anywhere, inquire-y.
10. a. Exchange; b. were; c. would; d. issue; e. similar-ly-ity; f. nowhere; g. refers, references; h. beyond; i. you; j. ye.
11. a. Yet; b. inst., influenced; c. elsewhere; d. himself; e. ever; f. however; g. January; h. February; i. cost; j. caused.
12. a. Misses; b. Mrs.; c. Messrs; d. common; e. commonly; f. commonest; g. commoner; h. acknowledge; i. represent-ed; j. familiar-ly-ity.
13. a. Several; b. ought, aught; c. respect-ed-ful-fully; d. notwithstanding; e. nevertheless; f. New York, in your; g. influence, in his, in us; h. influences, United States; i. advantages, advantageous; j. disadvantage.
14. a. Discharge-d; b. peculiar-ly-ity; c. whenever; d. wherever; e. regular-ly-ity; f. irregular-ly-ity; g. neglect-ed; h. Pennsylvania; i. at first; j. to be.
15. a. We are, with our; b. as well as; c. as soon as; d. as high as; e. as far as; f. as fast as; g. to a; h. to the; i. and a; j. and the.

Word Sign Table No. 2.

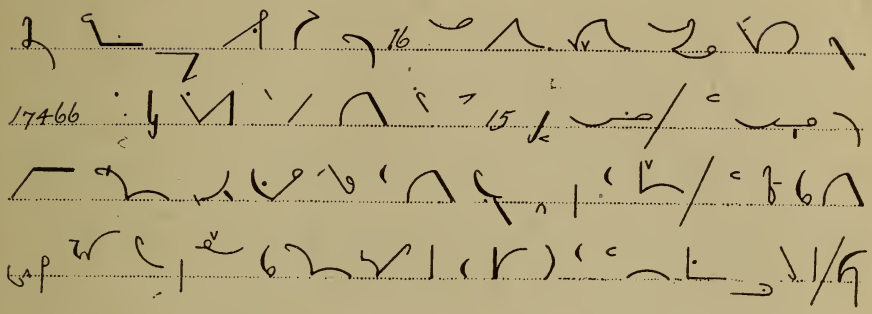


Key to Word Sign Table No. 2.

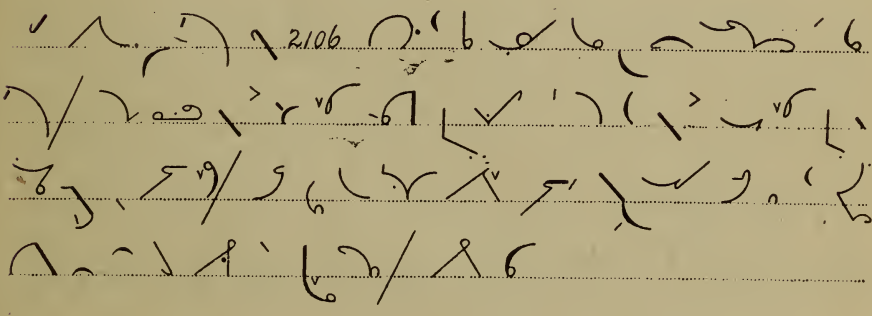
1. a. Apply; b. till, tell, it will; c. until, at all; d. deliver-ed-y; e. call, equal-ly; f. difficult-y; g. real-ly-ity; h. relate-d, relation, relative; i. only; j. unless.
2. a. Full-y, fail, fellow, for all; b. value; c. supply; d. appear; e. member, remember; f. number; g. dear, direct-ed; h. truth; i. care, carry, occur; j. from.
3. a. Over; b. very, every; c. favor; e. there, their, they are; f. sure-ly, assure; g. Mr., mere, remark; h. principle-al-ly; i. practice-al-ally; j. surprise.
4. a. More; b. near, nor; c. owner; d. feel, fall, fill, follow; e. probable-ly-ility; f. capable-ly; g. capability; h. during; i. larger; j. avail.
5. a. Failure, fuller; b. danger; c. influential; d. before; e. above; f. whatever; g. whichever; h. proof, prove; i. approve-al; j. truthful-ly-ness.
6. a. Careful-ly-ness; b. different-ly, difference; c. transfer-ed; d. transgress; e. California; f. upon; g. been; h. general-ly; i. balance; j. alone, learn-ed.
7. a. Often; b. men; c. man; d. opinion; e. can; f. again; g. explain-ation-atory; h. position; i. possession; j. objection.
8. a. Objective; b. subjection; c. subjective; d. application; e. satisfaction; f. objectionable; g. representation; h. representative; i. investigation; j. important-ce.
9. a. Improve-d-ment; b. impossible-ility; c. somebody; d. entire, neither, in their; e. another; f. farther, further; g. whether; h. matter; i. rather; j. within.
10. a. Longer; b. put; c. about; d. double; e. could; f. good; g. world; h. nature; i. under, hundred-th; j. immediate-ly.
11. a. Amount-ed; b. somewhat; c. that; d. cannot, kind; e. account-ed; f. profit-ed; g. understood; h. understand; i. without; j. after.
12. a. Future; b. told; c. ability, built, build; d. gentlemen; e. gentleman; f. read, ordinary-ily; g. hereafter; h. interest; i. interested; j. particular-ly.
13. a. Opportunity, pretty; b. astonish-ed-ment; c. establish-ed-ment; d. authority, authoritative; e. toward; f. stood; g. quite; h. correct-ed; i. security; j. heretofore.
14. a. Natural-ly; b. accurate-ly; c. acknowledged; d. indiscriminate-d-ion; e. indispensable-ly; f. intelligence; g. intelligent-ly; h. intelligible-ly; i. practicable-ly-ility; j. inconsistent.
15. a. Advancement; b. demonstrate-d; c. yours truly; d. very truly; e. at once; f. we can; g. did not; h. is it; i. as it, has it; j. of it.

SUPPLEMENTARY LETTERS

Letter No. 23



Letter No. 24



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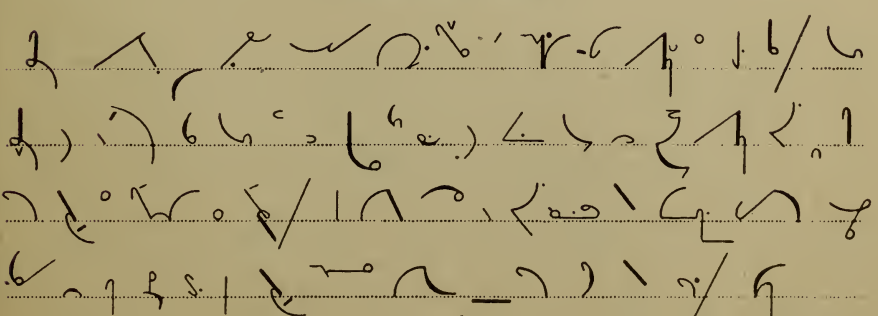

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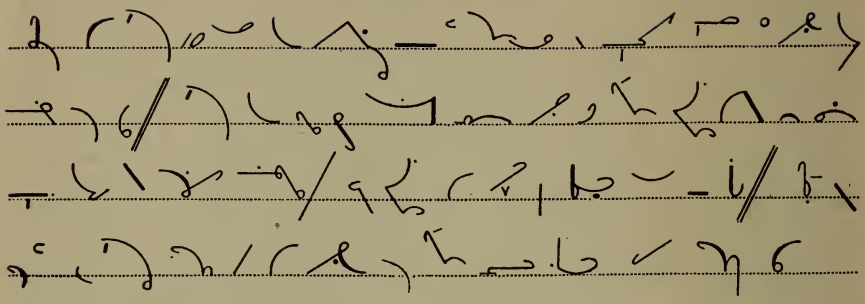

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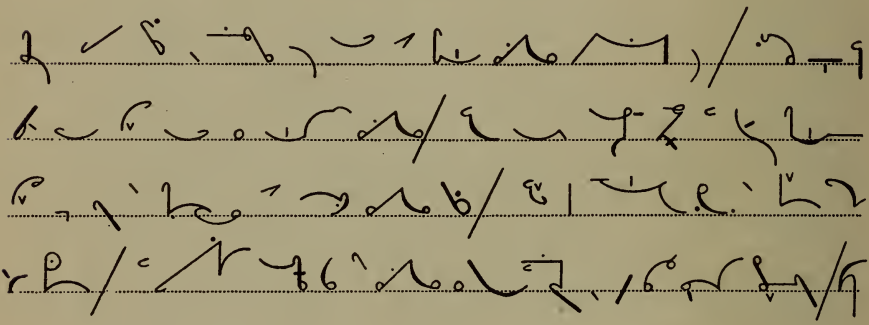

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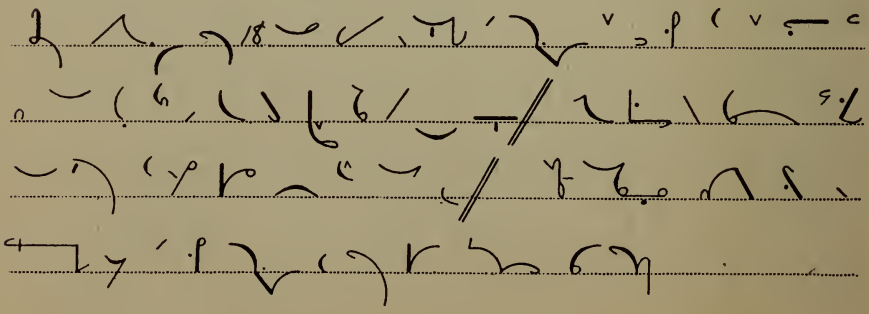

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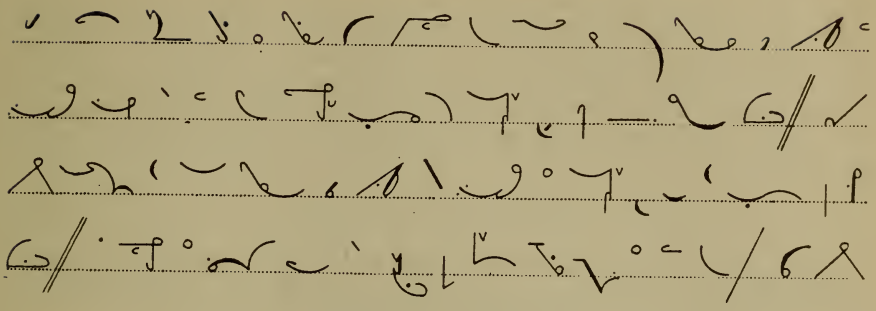
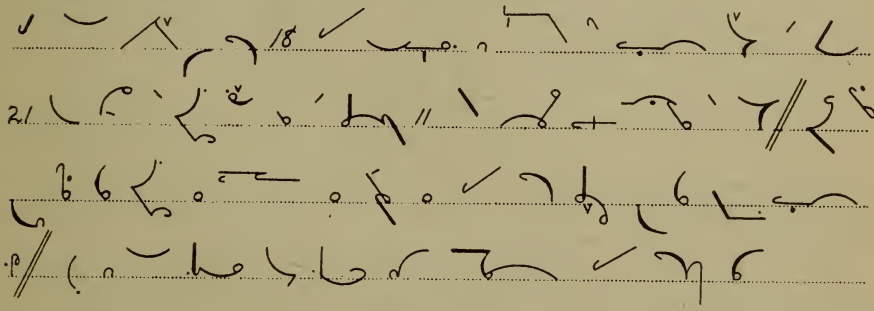


Letter No. 30



LETTER NO. 31

Sir:—I have the honor to state that it is the desire of the Chief of the Weather Bureau to place the daily forecast cards where they are appreciated and of service to the public. If you desire the cards continued to be sent to your address, please fill out the enclosed blank and return it promptly to this office. Please state on the blank the time of the receipt of the card, and if it is regularly posted.

(79 words)

LETTER NO. 32

Dear Sir:—Owing to the extreme advances in cotton goods, consequent upon the high price of cotton, we are compelled to advance prices on all numbers we manufacture.

We will, however, give you the full advantage of our stock on hand and will fill one order for you for a reasonable quantity of the lot numbers you are running at the prices ruling in May and June, provided it reaches us not later than August 1 and is for immediate delivery only.

Awaiting your pleasure in the matter, we are

Yours truly, (90 words)

LETTER NO. 33

Gentlemen:—About a week ago we had your inquiry for prices on some flat-bottom 20-quart pails. Accidentally, your inquiry was mislaid and has remained unanswered until now.

We do not carry regularly in stock 20-quart flat-bottom pails. We can furnish them to you, however, and the cost would be $10.00 per dozen less a discount of 35%.

We can furnish these to you promptly and hope to have your order, which shall have our most careful attention.

Yours respectfully,

(90 words)

LETTER NO. 34

Dear Sir:—We have your favor of the 7th inst. and have carefully noted its contents. The young man whom you mention was doubtless Mr. J. B. Jones, who acts as our permanent representative in Detroit. There has undoubtedly been some misunderstanding relative to the matter you refer to, and since Mr. Jones is familiar with it, we have referred it to him for adjustment. You will doubtless hear from him at an early date.

Regretting that any misunderstanding of any kind should have arisen, we are

Very truly yours,

(90 words)

LETTER NO. 35

Dear Sir:—We have your valued inquiry of the 13th inst. which has evidently been delayed, as it has just reached us.

We are pleased to mail you, under separate cover, our catalogue of letter filing cabinets and office supplies generally, and ask your careful perusal of same. We would be pleased to make you special figures on any selection you may make.

Our cabinets have special features which make them very economical in service. They are made of finest quarter-sawed oak, elegantly finished, and we solicit your further inquiries on same.

Thanking you for the inquiry, we are

(99 words)

LETTER NO. 36

Gentlemen:—We wish to acquire the information as to what publications are most read by automobile owners. We know no other method of getting this knowledge than by asking the automobile owners themselves. Would you kindly check on the enclosed list the publications which you read regularly.

We can assure you that we would appreciate your compliance with this request very much. No need to sign your name, just fill out and mail the inclosed card.

Thanking you in advance for giving this matter one minute of your attention, we are

(91 words)

LETTER NO. 37

Dear Madam:—Up to and including July 15, Great Northern Portland Cement Stock will continue to be sold at par, and with each share sold, whether preferred or common, a bonus of ¼ share of common will be given.

After the above date no stock will be sold except at par and without bonus.

Parties who want to take advantage of the present bonus, and do not have the money to pay for the same in full, may make their subscriptions, paying one-fourth down, and have two, three, and four months in which to pay the balance.

Interest at the rate of six per cent per annum will be charged on all deferred payments.

(112 words)

LETTER NO. 38

Dear Sir:—In a recent interview with the undersigned, you stated that you thought you would be ready to figure on advertising about the first of the year. We want to have an opportunity

of talking with you about advertising your business for one season. We think we can save money for you and perhaps we can secure better results on your advertising.

We make a specialty of preparing plans for general or local advertising, and we execute these plans in a manner which produces satisfactory results for our clients.

We should be glad to tell you more about the matter when we learn the amount of money you would expend and the territory you wish to cover.

(118 words)

LETTER NO. 39

Dear Sir:—You were at one time a member of the Lincoln Club, and have allowed your membership to lapse. The Board of Directors earnestly request that you renew your interest in the organization. The Club has largely increased its membership, and its influence has been felt in all parts of the state in our recent campaigns.

The advantages offered by the Club are manifold—a pleasant Club House, a commodious lunch room, Club talks during the winter season, a library, files of leading newspapers of the City and State, and the annual banquet.

If it is your desire to re-unite with the Club, kindly sign the inclosed card and send $5.00, which will again make good your membership for one year.

Very truly yours,

(120 words)

LOVE FOR THE BEAUTIFUL, NO. 40

Nothing is more elevating to mankind than to learn to love and appreciate beauty which can be seen daily. There are beautiful things everywhere. Some people see them, others do not—it is all a matter of education. A beautiful flower may grow by the wayside. How common it is to see one person pass it by and not even see it, or he may trample it under foot and call it an ugly weed. Another may observe the same flower, marvel at its beauty and recognize the handiwork of God. One of these persons has no love for the beautiful in his soul, and the other has—that is the difference.

Go into the country and notice the beautiful shade trees here and there. Some are properly trimmed, while others are made unsightly. Some people allege it is not practical to care for beautiful trees, but it is practical, because life is sweeter and better for cultivating a love for the beautiful everywhere.

(165 words)

PHRASE BUILDING DRILLS

VII—I.

about that
about which
about when
about as much
about as difficult
after that
after this
after you
after many
after which
all that
all that which
all such cases
all particulars
all you can
all that you can
always right
always ready
always was
always will be

II.

among them
among yourselves
among ourselves
another time
another day
another thing
another subject
another instance
any more
any better
any farther
anything farther
anything different
anything more
are we having
are you ready
are you sure
are you willing
as good as ever
as great as ever

III.

as long as
as long as possible
as long as necessary
as many as
as many as that
as many as can
at last
at most
at present
at some
at one another
at any time
at another time
be sure
be very sure
be ready
be good enough
be kind enough
be careful
be very careful

IV.

because it is
because it was
because it is not
because they were
because they may
because they can be
been interested
been answered
been unable
been known
been unknown
been understood
believe that
believe this
believe you will
believe you will be
between that
between them
between themselves
between yourselves

VIII—I.

but you must
but you can
but you will be
by any means
by no means (voc.)*
by every means
by some means
by such means
by this time
by which you will
by which you may
call upon
call upon them
can have that
can be seen
cannot be seen
cannot be received
cannot be sure
cannot recall that
common sense

II.

could be
could not be
could not say
could not understand
could have seen
could we do so
dear friend
dear madam
depend upon
did he
did he have
did he know
did he know that
did you
did you go
did you know
did you know them
did you mean
did you reply
did you receive

III.

did you recall
did you recall that
did you remember
did you refer
did you refer them
do you think
do you think that
do you mean
do you know that
do you remember that
do you remember them
does not
does not see
does not say (voc.)*
does not think
does not know
does not know that
does nothing
during this time
during that time

IV.

ever since
ever since then
ever since that
ever since that time
every man
every moment
every direction
everyone else
for many days
for many times
for this case
for this reason
for that reason
for that time
for my part
for another time
for his own
for his own use
for several times
for such is not

*Vocalize *no* to distinguish from *any*.

IX—I.

give that
give them
give these
give this
give those
give attention
good deal
good nature
good will
great deal
great deal more
great number
great many
great many times
great many ways
great many instances
had you received
had you replied
had you left
had you left that

II.

has been
has not been
has not known
has not been known
have we
have we found
have they
have they seen
have they seen that
have many times
have many difficulties
have no doubt (voc.)*
have indeed
have sent them
have seen that
hope you will
hope you will say
hope you will see (voc.)*
hope you can
hope you can be

III.

how much
how can
how could you
how many
how many times
how many cases
how many more
if that
if that were
if that is not
if that is not so
if we think
if we think that
if we thought that
if you can
if you can do
if you cannot be
if you could not be
if you must
if you will be

IV.

if possible
if that is possible
in addition
in advance
in any case
in another case
in any business
in any way
in any instance
in his business
in his behalf
in his opinion
in his position
in his possession
in his name
in his own name
in his own possession
in my life
in every case
in every way

*Vocalize *no* to distinguish from *any*.

X—I.

in such cases
in such manner
in such matters
in such instances
in that matter
in that manner
in these cases
in those cases
in this place
in this claim
in this instance
in this respect
in your presence
in this manner
into that
into this
is not that
is not so
is not this
is not necessary

II.

is that it
is this it
is this not so
it can have
it can be said
it cannot be said
it could not have
it appears
it appears that
it has been
it has been found
it has been known
it has not been known
it has not been found
it has never
it has enough
it has nothing
it is necessary
it is unnecessary
it is not necessary

III.

it is known
it is unknown
it is not known
it is no doubt (voc.)*
it is indeed
it is enough
it is never
it is nothing
it is not enough
it is another thing
it is this
it is that which
it is important
it is impossible
it is not possible
it is not so
it is not seen
it is one
it is only
it is only that

IV.

it should be
it should not be
it should never
it should not have
it seems impossible
it seems improbable
it was not
it was necessary
it was unnecessary
it was not necessary
know that
know that it is
know this
knows them
long before
long enough
long since
long since then
many things
many cases

*Vocalize *no* to distinguish from *any*.

XI—I.

many more cases
many such cases
may perhaps
may probably
may likely
may always be
may also appear
might have
might not be
more probable
more likely
no such thing
not that time
not this time
not only that
not long since
one another
one instance
one thing more
one more case

II.

quite possible
quite likely
quite probable
quite improbable
so that
so that you may
so that you will
shall not be
shall endeavor
since then
since that time
so as to receive
so as to appear
such matters
such has been
such has not been
such could not be
such cannot be
such can be seen
such should not be

III.

that is nothing
that is enough
that is not enough
that is not possible
that is so
that is understood
that is not understood
that which can be
that which cannot be
that which you may
that you should have
that you should not have
that you should never
there can be
there cannot be
there could not be
there has been
there has not been
there is no difference
there is nothing

IV.

these things
these difficulties
this can be seen
this could not be seen
this place
this claim
this one thing
this one instance
those instances
those occasions
those cases
those claims
till you can
till you cannot
till you cannot do
told them
told that
told you
told him
told this

*Vocalize *no* to distinguish from *any*.

XII—I.

too late
towards them
towards one another
under such cases
unless it is
unless it is understood
very probable
very improbable
very likely
was noticed
was not noticed
was indeed
was no doubt (voc.)*
was not seen
was not possible
was not enough
was unsatisfactory
was not satisfactory
was unnecessary
was not necessary

II.

what could we
what could we do
what could be said
what was said
what do you mean
what has been
what has been done
when do you go
when did you come
when is that
when is this
whenever you come
whenever you like
where do you go
where do you live
whether you may
whether you will be
which can be
which cannot do
which could not do

III.

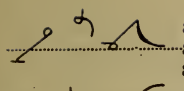
which has been
which has not been
which is now
which is no doubt (voc.)*
which is indeed
which is not possible
which matters not
which seems likely
which seems probable
which was not
which you will be
which you will say (voc.)*
who could be
who can say (voc.)*
who told you
who told him
will be found
will be satisfactory
will do so
will have you go

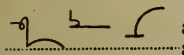
IV.

with one
with one another
with which you may
without that
without them
without which
without this
without his knowledge
would no doubt (voc.)*
would indeed
would not do
would not say
would not notice
would not expect
you can do
you can have
you may remember
you should never
you will be sure
you will be sorry

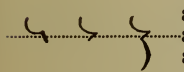
*Vocalize *no* to distinguish from *any*.

GENERAL PHRASE LIST

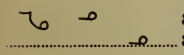

a house
a sort
a survey


a stream
a week
a while

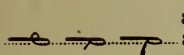
an apple
about that
about the


after all
after he-the
after he was

all his
all that
mind


and if it is
and is-his
and as-has

and on
and should-he
and the


against his-us
against the
against them

and how
and of
and to

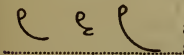
and to the
and we
and were

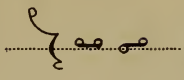
and what
and would
another one

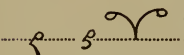
any other
any other one
any one

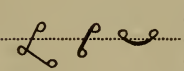
are not
are their-re
are there not

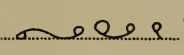
as has-is-his
as is the case
as he-the

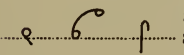

as if
as if it were
as if there

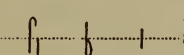

as if they were
as good as
as great as

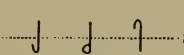

as he was
as he would
as early as

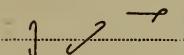

as much as possible
as large as
as long as

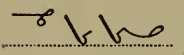

as many as
as soon as
as to


as to the
as well as
at all


at all times
at first
at it

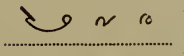

at one
at once
at our


at our own
aware of
because he-the


because he is
before he-the
before the next

before you
before it
behind which

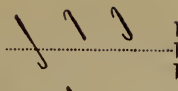
behind them
better than
between them

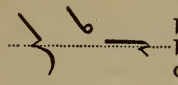

between us
beyond the
beyond us

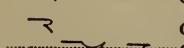
but are not
but he-the
but if-of

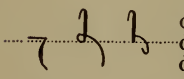
but not
by all
by it

by his-us
by other
by other means


by their own
by our
by our own

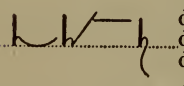

by the way
by us
can he-the


cannot he-the
could not he-the
could we

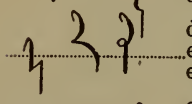

could they
dear sir
dear friend

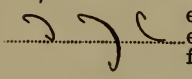
dear madam
did not
did he not

did not understand
didn't have
didn't think

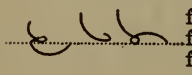

do you know
do you recall
do you think

do you remember
don't know
during that time

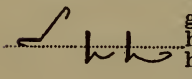

during the time
either way
either side


every one
every other one
for all

for is-his-us
for it
for it is-its


for it is only
for one
for some

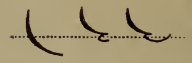
for some other
from all that
gave it


greater than
had he not
had he known

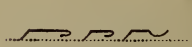
had it
has been
has he-the

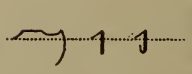
has not
have been
have been put

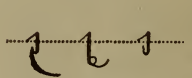
have not given
have not known
have it

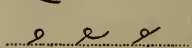

have their
have we
have we not

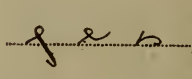
have you been
he believes
he calls


he can
he cannot
he could not

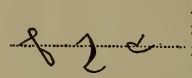

he could not say
he did
he did not

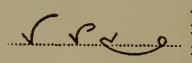

he did not have
he does not
he had not

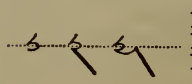

he has
he has not
he has the

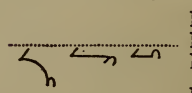

he has been
he is not
he may not

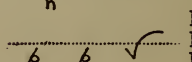
he must be
he must not
he shall not


he supposed
he was not
he went

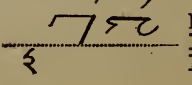

he will
he will not
he wonders

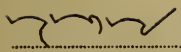

he would
he would be
he would not be


how are you
how can you
how could you


how has he
how is he-the
how will

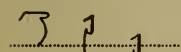
how many
how much
how was he


how would he
I acknowledge
I agree with you


I am thinking
I am afraid
I am aware

I am certain
I am convinced
I am not positive

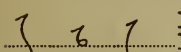
I ask you
I believe you are
I can be


I cannot say
I did not think
I had not

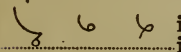
I expect that
I have been
I have never

I must say
I need not say
I remember

I represent them
I shall not have
I suppose that

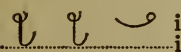

I think so
I think it is
I think there is

I was thinking
I wonder
I would not be


if he is
if it is
if it is he

if it were he
if you are certain
if we are not

in all
in confidence
in consequence


in consideration
in construction
in his-us

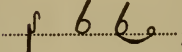
in it
in one
in summer

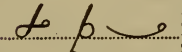
in spring
in our
in their-re

is not
it is he-the
it is not

it is important
it is impossible
it had

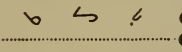
it had not
it would not
it will

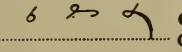

it will not do
just as
just as long as


just as good as
just as much as
know there is

let us
longer than
may be

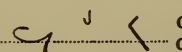
may not be
more than
of the


of his-us
on account
on having


on his
on his account
on his way

on it
on my account
on our

on our account
one another
only way


only this
or not
ought to be

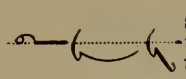
our own
out of
out of it

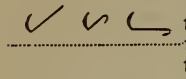
out of the
rather than
should he-the

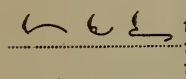
should have
should **not** have
should be

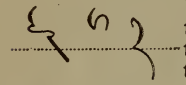
should not be
so as to
so as to be

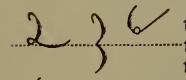
so long as
some one
some other one

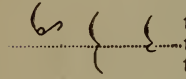

sometime ago
than any other
than before

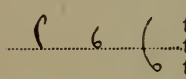

that are
that are not
that can

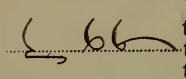

that may
that is not
that we can

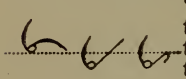

that we cannot be
that you would
there are

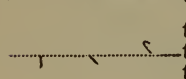

there is no
there was
these are

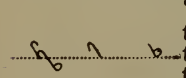

these are not
they think
they were

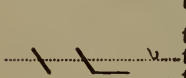

they will
think it is
think there is

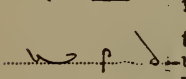

think we can
this is he-the
this matter


this may be
those are
those are not


to a
to the
to all

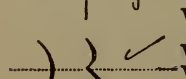

to all parts
to our
to us

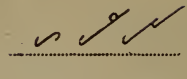

to be
to become
to have

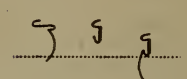

to have known
until it
upon us

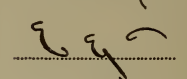
upon its
want you
won't you

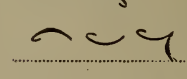
was he-the
was it
was it not

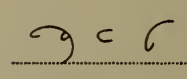

was there
was to be
we are

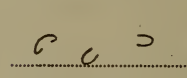

we are not
we are certain
we are aware


we cannot say
we did not
we do not think

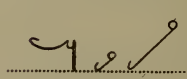

we have been
we have not been
we may

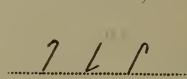

we may be
we know
we know them

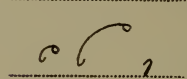

we must say
we were-would
we will

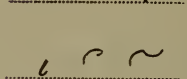

we will not
were you
what would-we

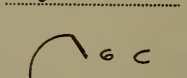
when he-the
when it is
when there is

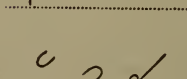

when you do
where it is
where there is

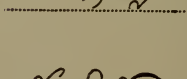

which are
which he-the
which will

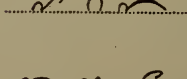

while it is
while there is
who are

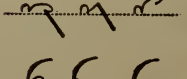

who have
will not
will it not


will there be
with us
with what


with you
would you
you are


you are not
you were-would
you may be


you may not be
you should be
you will not


yours truly
yours very truly
your own

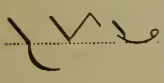
GLOSSARY.

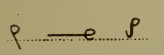
In the following list, those words marked with an asterisk, may be expressed either by their word signs here given, or by their full outlines written according to the general principles of the text. These word signs are intended especially for the actual stenographer whose daily use of stenography is extensive, and who needs these to lighten his work and increase his speed. They may be learned and incorporated in his daily work a few at a time.

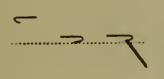
The learner may confine himself to the study and practice of the unmarked words, but these should be mastered thoroughly. The marked words may serve as material for drills in outline building.

A

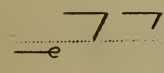
ability
about

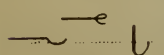

above
abrupt-ly-ness
abundance

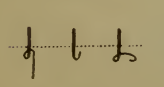

*accept-ed-ance
accession
*accident-al-ally

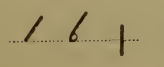

according-ly
account-ed
accountable

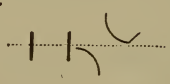
accountant
*accuracy
*accurate-ly


accusation
acknowledge
acknowledged


*acquaint-ed-ance
acquisition
*addition-al


administer
*advance-d
advancement


advantage
advantageous
advertise-d

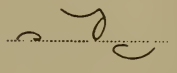

advertisement
advertiser
afford-ed

after
again
*agency

all
almost
along

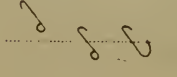
already
also
always

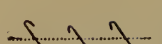
am
*America
*American

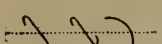

amount-ed
ancestor
*annual-ly

another
any
anybody

anyhow
anything
appear


appearance
appliance
*application


apply
*apprehend-ed
*apprehensible


*apprehension-ive
approve-al
*architect-ure

are
arrange
*arrive-al

article
*artificial-ly
artist

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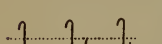
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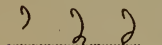
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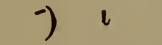
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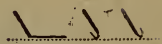
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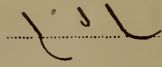
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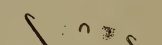
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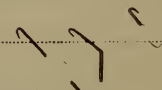
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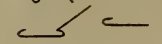
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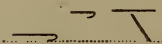
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care
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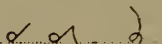
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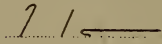
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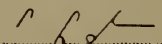
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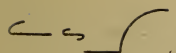
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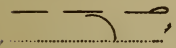
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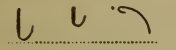
*concur
*concurrence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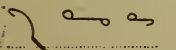
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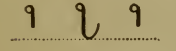
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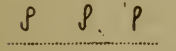
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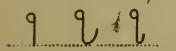
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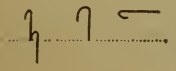
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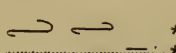
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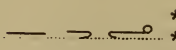
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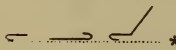
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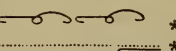
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D

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dear

December
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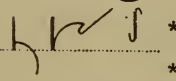
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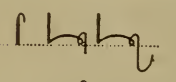
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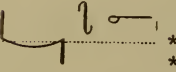
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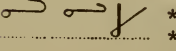
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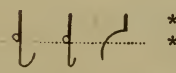
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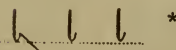
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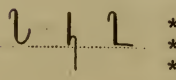
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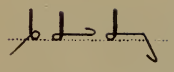
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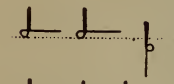
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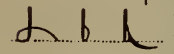
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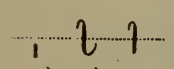
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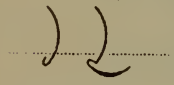
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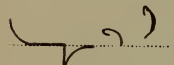
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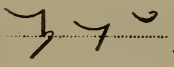
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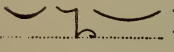
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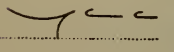
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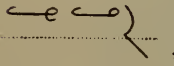
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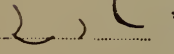
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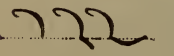
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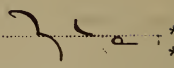
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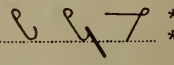
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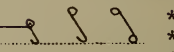
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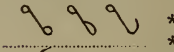
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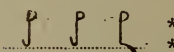
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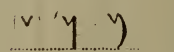
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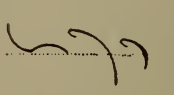
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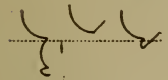
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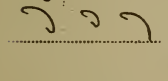
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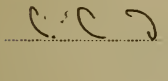
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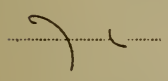
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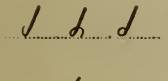
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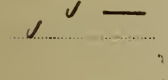
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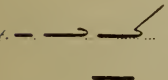
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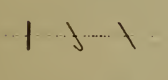
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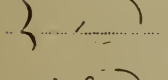
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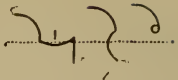
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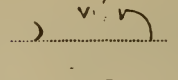
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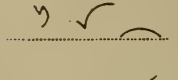
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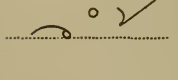
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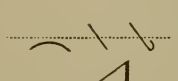
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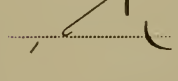
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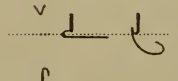
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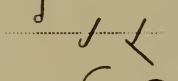
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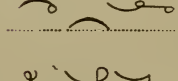
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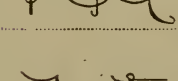
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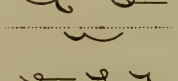
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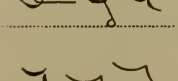
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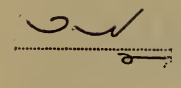
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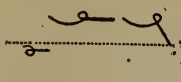
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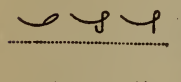
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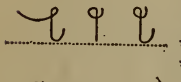
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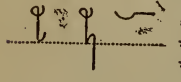
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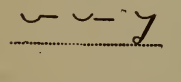
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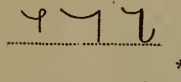
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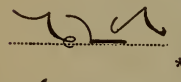
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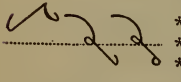
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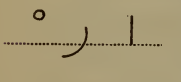
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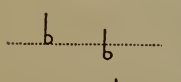
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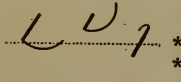
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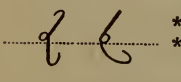
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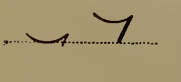
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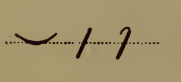
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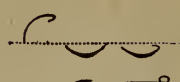
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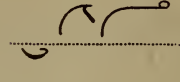
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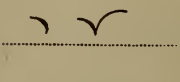
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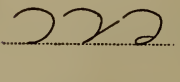
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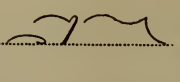
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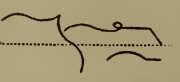
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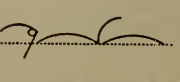
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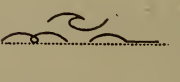
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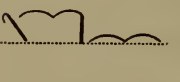
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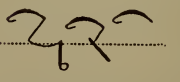
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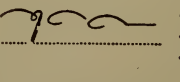
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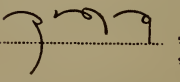
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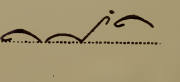
*mistake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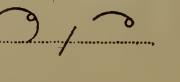
Mr.


Mrs.
much
myself

N

natural-ly
nature

near
nearly
*necessary

*necessarily
neglect-ed
*negligent-ly-ce

never
nevertheless
new

newer
newly
news

newspaper
*New England
New Haven

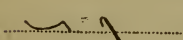
*New Jersey
*New Orleans
New York

*next
nobody
nor

North
*North America
*North Carolina

*northeast
northern
nothing

notification
notwithstanding
*November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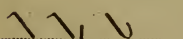
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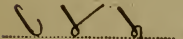
objection

objectionable
objective
objector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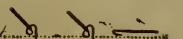
*obstruct-ed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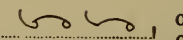
*obstructive
occur

occurrence
of
often


oftentimes
oftimes
oh

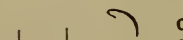
on
only
onto

onward
opinion
opportunity

or
ordinary-ily
organization

*original-ly-ity
ornament-al
*ornamentation

order
ought
ourselves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over

overtake
overtaken
overwhelm

owe
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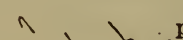
owes

own
owner

P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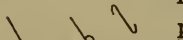
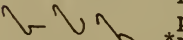
*party
*passenger


peculiar-ly-ity
Pennsylvania
*perfect-ly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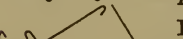
*perfection
*perform-ed-ance

perhaps
*perpendicular-ly
*perpetual-ly-ate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Port Huron
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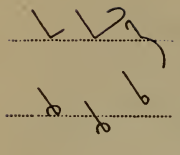
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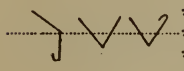
portion
porter

position
possession
possible-ly-ility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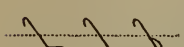
*power
*powerful-ly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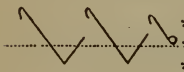
practice-al-ally
practiced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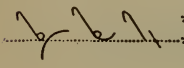
*prepare-d-ation
*present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*present-ed-ation
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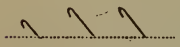
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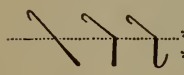
principal-ly
principle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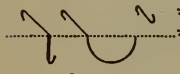
*product
*production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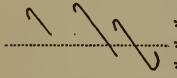
*proficient-ly-cy
profit-ed

profitable-ly
*prompt-ly-ness
proof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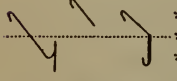
*property
*proportion-al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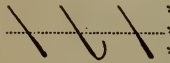
*prudential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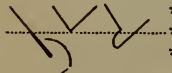
*publication
*publish-ed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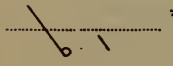
*pure
*purely

*purer
*punctual-ly-ity
*purport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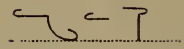
put

Q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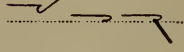
*quality
quantity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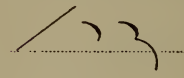
questionable

quiet
quorum

R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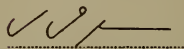
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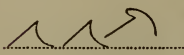
realize
*recollect-ed-ion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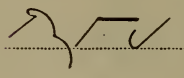
*reflect-ed-ion
*reform-ed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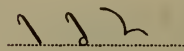
relate-d-ion-ive

*relinquish-ed
*reluctant-ly-ce
remark-ed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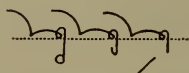
*remit-ted-tance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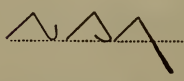
remonstrant
remonstrate-d

report-ed
reporter
represent-ed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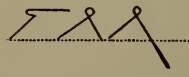
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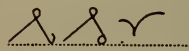
*respectable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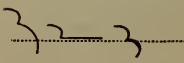
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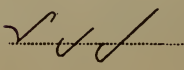
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*ruler

S

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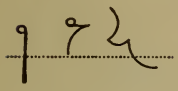
satisfy-ied-actory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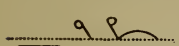
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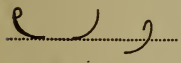
separate-d
*September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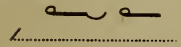
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*significant-ce

*signify-ied
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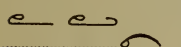
*simple-ly-icity

*simpler
*simplest
situation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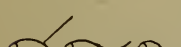
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something
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somewhat
*somewhere
*South Carolina

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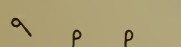
*southeastern
*southern

*southwest
*southwestern
*special-ly-ty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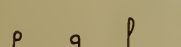
*standardization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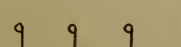
start-ed
state

*steadfast
*stenographer-y-ic
stood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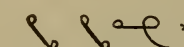
*strength

*strengthen
subject
subjected

subjection
subjective
*subscription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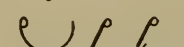
substitute-d
successful-ly


sufficient-ly-cy
*suggest-ed-ion
*suggestive

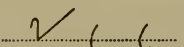
*superintend-ent
*superior-ity
support-ed

supporter
sure-ly
surprise

T

*take
*taken

tell
*temperature
*territorial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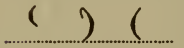
that
their, there
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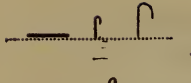
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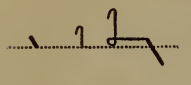
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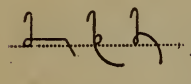
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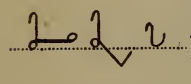
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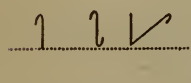
*transient-ly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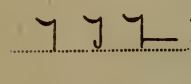
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*undertaken
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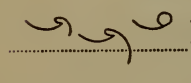
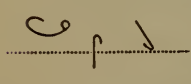

*unfortunate-ly
*uniform-ly-ity
United States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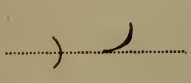
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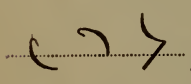
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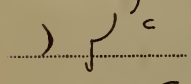
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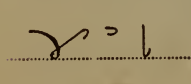
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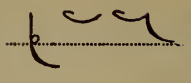
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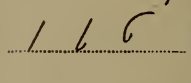
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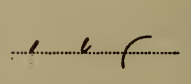
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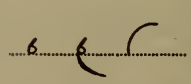
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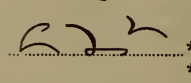
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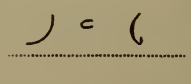
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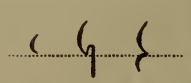
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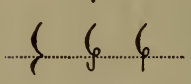
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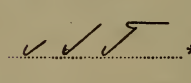
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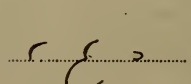
worker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Y

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yet
yield
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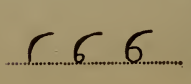
your
yourself
yourselves

COTÉ METHOD SECRETARIAL SHORTHAND

PART II.

CONTINUATION STUDIES FOR TEACHERS,
SECRETARIES AND REPORTERS

ALBERT J. COTÉ COMPANY
DETROIT, MICHIGAN

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PART TWO

PREFACE

A continued extensive and urgent demand for stenographers has created and stimulated a persistent desire on the part of students for a simple and brief shorthand course that may qualify them in the shortest possible time for those positions whose duties are not the most exacting. This demand is met by Part One of this course.

However, there is a certain class of students whose mentality, education and aspirations justify them to desire, expect, and prepare for the best positions, positions whose conditions, atmosphere, environment, remuneration and opportunities for advancement, are the most attractive and promising, positions as teachers, private secretaries, and general and court reporters. These students are advised to take up the study and practice of Part Two after Part One has been thoroughly mastered.

In its special principles of phrase, word, and word-sign building, special phrase list, special vocabulary, and word distinction, Part Two provides material that will enable students to attain the highest skill in writing and reading shorthand.

Students should not be deterred from taking this step by the thought that dictators do not dictate fast; for some of them do, if not all the time, at least at intervals and one should be ready for any emergency. Besides, if the stenographer has a reserve speed of 20 or 30 words a minute, he will have opportunity, while taking notes, to reflect upon what is dictated and will make a mental as well as a written record of it. This will enable him to make a more intelligent transcript and with more dispatch.

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METHOD OF STUDY

Outline Building Drills.

Outline building drills are intended for students in general dictation, and consist of special exercises to develop the ability to write impromptu outlines correctly and to stimulate quick and simultaneous thinking and writing.

There are ninety of these drills, one to be given with each day's recitation and should not take more than seven minutes' time.

To make these exercises interesting and effective the following plan is offered:

First the principle or direction introducing each allotment is stated by the dictator.

Then the words are read slowly while the students write them repeatedly.

After a word is read, the dictator pauses just long enough for the students to quickly write it.

They then check this outline as the dictator gives it out or writes it on the board.

The students continue practicing the corrected outline until another word is pronounced.

When all the words of an allotment are thus given and practiced, they are read again, but faster and allowing barely enough time to write each outline three times.

The exercise on "Words Distinguished" should be practiced repeatedly, and should be frequently reverted

to so as to keep a vivid visual impression of the appearance of each distinguished outline, and also to keep in mind the general principles of word distinctions.

The special outline and phrase building principles should be studied intelligently and the illustrations practiced repeatedly so that not only the outlines and phrases given may be thoroughly learned and put into practice, but that other words and phrases not included in the illustrations but which are susceptible to the application of these principles may be similarly written.

While studying "Special Vocabulary" the student should practice each sign carefully and repeatedly, to increase his skill and speed in manipulating the pen and to permanently fix the signs on his eye and mind. As the sign is being practiced he should repeat to himself (or better still, pronounce in a half audible tone) the name of that sign.

By persisting in this particular phase of his study, namely, pronouncing the names of the characters, the student will eventually possess a large list of outlines whose names he will not and could not forget, many of which could not be retained in any other way, particularly those which he but seldom has occasion to use.

Outline Building Drills—I.

Write the outlines of the following words, and insert the accented vowel—

deputy	naptha	bunk	antimony
depth	anthem	fathom	bailiff
chaotic	zenith	Gothic	ingenuity
magic	mutiny	gangway	pneumatic
beneath	vacuum	monotony	indignity

Express the sounds of *s* and *z* of the following words by Iss turned in the direction of the letter *O*—

oppose	sooty	fox	omnibus
etches	suppose	apex	caucus
ax	seduce	annex	cactus
accuse	spike	onyx	bookcase
settee	speech	monks	pickax

In the following words, express the sound of *s* or *z* by Iss placed on the inside of the curve-stem—

sash	syllabus	symphony	anomalous
soothe	abeyance	solidify	populace
suffice	ominous	soliloquy	sphynx
solace	itemize	select	smoothness
civic	synagogue	suffocate	circuitous

In the following words, express the sound of *s* or *z* by Iss turned in the direction of the letter *O*—

deceit	Tuesday	rosary	cassack
decide	dusty	hosiery	excuse
tacit	audacity	cask	Mexico

In the following words place Iss outside of the angle—

task	bask	dispatch	keepsake
risk	bestow	custody	acoustic
gasp	husky	chastise	knapsack
upset	justice	capacity	Sandusky
disobey	deposit	exodus	textile

Outline Building Drills—II.

Apply principle 50, c. to the following:

damask	solicit	manifesto	disloyal
molusk	solicitous	facsimile	dislodge
amnesty	domesticity	maximum	decency
namesake	elasticity	vouchsafe	decimal
animosity	pugnacity	absolve	auxiliary

Express medial *s* of the following words by Iss written on the inside of the preceding curve-stem, except after *n*, and *f*, in which case write the circle on the back of the preceding stem (50, d.)—

moisten	submissive	assassin	seriousness
mason	illusive	noisome	fusilier
masonry	emulsive	handsome	
massive	looseness	consciousness	

Express the double sound of *s* or *z* of the following words by Ses, placing the intervening vowel inside of the circle—

Sicily	thesis	exhaust	emphasize
season	synthesis	disease	capsized
Susan	possessed	diseased	synopsis
Sussex	decisive	diocease	diagnosis
system	excessive	diocesan	suspicious

Apply principles 38, c. and 40 to the following:

molest	steadily	stealthily	adjuster
itemized	stimulus	sting	semester
deputized	stamina	stigma	baluster
chastized	stupefy	destiny	bolster
status	stealthy	suggester	readjuster

In the following, join Brief-Way at an angle (70)—

weight	wheat	weak	witness
weighty	weave	whip	width
wedge	wavy	wing	Watson
wages	wash	winged	wazen

Outline Building Drills—III.

Express *w* of the following words by Brief-Way joined as a hook on the following stem (67, b.)—

wool	winnow	wealthy	wearily
wooly	whelp	worthy	warfare
wire	worse	worthily	weariness
weary	whim	worthiness	winsome
win	wealth	warehouse	whimsically

Express the sound of *w* in the following words by Brief-Way hook on the stem that follows it (67, c.)—

twine	quench	quarto	unwearied
twenty	equinox	quirk	square
queen	qualm	aquarium	squirm
quince	quire	unwieldy	squall
quinsy	query	unworthy	squelch

Apply principle 78, to the following:

twig	Quebec	exquisite	foliage
quell	liquid	aquatic	tapioca
quick	adequacy	equipoise	odious
quiz	obsequies	bequeath	obvious
equity	maniac	dissuade	tedious

Express *h* of the following words by Heh-Dot (63)—

help	homogenious	mahogany	harmonious
healthy	horseshoe	enhance	homeopathy
homage	adhere	mishap	hypothesis
hominy	adhor	exhume	hackney
homicide	mayhem	harmony	haddock

Express *h* of the following words by Hay (64)—

ahead	Ivanhoe	behest	holy
anyhow	hasten	haughty	holiness
Omaha	hyacinth	haughtily	unholy
Lehigh	Cohoes	heavily	hustle
Donahue	cohesive	heaviness	hassock

Outline Building Drills—IV.

Apply principles 39 and 59, b. to the following:

side, aside
sets, assets
sail, assail
sleep, asleep
spouse, espouse
sense, essence
steam, esteem
stray, astray
sort, assort
stir, astir

Apply principles 39 and 59, c. to the following:

moss, mossy
fuss, fussy
noise, noizy
lease, leasee
fence, fancy
haze, hazy
wax, waxy
fox, foxy
breeze, breezy
promise, promisee

Apply principles 39 and 42 to the following:

dust, dusty
lust, lusty
paste, pasty
trust, trustee
haste, hasty
frost, frosty
yeast, yeasty
thirst, thirsty
master, mastery
register, registery

Apply principles 88, b. to the following:

tar, tarry
bear, berry
bower, bowery
savor, savory
shower, showery
jeweler, jewelry
stellar, stellary
prayer, prairie
gunner, gunnery
binder, bindery

Apply principles 89, a. and 88, a. to the following:

rise, arise
rose, arose
rises, arises
rest, arrest
rouses, arouses
roused, aroused
reign, arraign
ration, oration
rend, errand
round, around

Outline Building Drills—V.

Express the sound of *w* in the following words by Brief-Way hook on the stem that follows it (64, d.)—

hero	horrify	hearty	hardier
heroic	horizon	heartily	hardiness
harrass	harvest	heartiness	hardihood
hurried	harvester	hardy	unhardy
hurriedly	harness	hardiest	harrangue

Express the letter *r* by Ar before Em, Iss-Em or Ar (88)—

ream	remiss	ceremony	reimburse
rhyme	remove	ceremonious	rehear
roam	rummage	sermon	rearrest
rheum	remedy	surmount	reargue
remise	surmise	remind	rehearse

Use Ray for *r* following Em, Ith, Ray and Hay (89—

moor	steamer	cashmire	borrower
demur	Smyrna	worthier	mirror
admire	Bessemer	wealthier	admirer
consumer	smirk	rarity	horror

Convenience requires the use of Ray for *r* of the following and similar words (89, e.)—

nicer	advisor	hussar	resource
sincere	miser	hosier	research
officer	riser	accuser	pincers
vizer	razor	possessor	conveyancer

The double *r*-sound of the following words is expressed by Ray-Ray (89, d.)—

bearer	restorer	exterior	furore
barrier	terror	posterior	horror
severer	interior	inferior	furrier
sufferer	anterior	superior	usurer

Outline Building Drills—VI.

It is more convenient to write Ray for *r* of the following and similar words (89, c.)—

erode	search	orthodox	absorb
artist	suffrage	conspiracy	arsenic
eratic	orifice	pursue	arnica
urge	survey	bearish	serenity
serge	hearth	usurp	comparison

Express the letter *l* of the following words by El (93, b.)—

lynch	link	toweling	legacy
launch	lynx	hireling	sluggish
lunch	linquist	yearling	license
luncheon	languish	league	listen
lounge	erelong	legatee	losenge

Express the letter *l* of the following words by El (93, d.)—

kneel	snail	wingless	thistle
anneal	queenly	nicely	tassel
annul	wrongly	council	dazzle
inlay	penniless	vessel	chisel
inhale	tongueless	obviously	jostle

Express the letter *l* of the following words by El (93, d.)—

elk	holocust	illume	illuminate	sulky
alike	elm	alimony	silk	solemn
hulk	helm	alumnus	silky	solemnity
hillock	alum	eliminate	sulk	solemnize

Use Shay for the letters *sh* of the following words (96, b.)—

shell	lash	stylish	demolish
shallow	slash	welsh	polished
shyly	slush	polish	demolished

Outline Building Drills—VII .

Express *l* of the following words, by the l-hook—

fling	likely	blossom	implicit
bevel	localize	Plymouth	duplicity
swivel	eclipse	assemblage	implacable
novelist	acclaim	diplomacy	angelic
deeply	pliable	emblem	negligee

Express *l* of the following words by the l-hook.

enamel	denial	diagonal-ly	relax
namely	final-ly	nominal-ly	relapse
militia	mainly	nullify	rarely
malicious	biennial-ly	analogy	thoroughly
uncomely	personal-ly	enroll	neuralgia

Express *l* of the following words by the l-hook.

shelled	sheller	official-ly	sluggishly
shield	racial	initial-ly	especial
Shelby	rashly	foolishly	especially
shellac	harshly	flashily	specialize
shilling	official	stylishly	specialty

Express *l* of the following words by the l-hook.

cycle	civilly	physical-ly	disqualify
sickly	civilized	display	plausible
settle	civility	displease	exclaim
satchel	subtle	disoblige	classical
civil	subtlety	disclaim	unsocial-ly

Express *r* of the following words by r-hook—

thicker	triumph	puncture	decorum
crockery	mimicry	cambric	program
draper-y	disfigure	emporium	picturesque
perjury	jeopardize	portrayer	prospectus
treachery	imperil	democracy	microscope

Outline Building Drills—VIII.

Express both the letters *l* and *r* of the following words by their hooks—

clipper	frugality	tubercule	agriculture
prickle	fulcrum	preamble	tragical
flicker	pilgrim	imperical	primeval
trivial-ly	pilgrimage	curriculum	privilege
frivolity	tropical	equilibrium	impregnable

Express both the letters *l* and *r* of the following words by their hooks—

affray	frivolous	camphor	anniversary
authorize	pharmacy	diaphragm	bather
throng	fever	reaffirm	clothier
throb	mover	sulphur	feathery
frank	silver-y	universal-ly	leathery

Use the hook for *l* and *r* in the following (115) :

ashore	sheriff	fresher	enclosure
usher	shrivel	lavisher	exposure
shriek	cashier	seizure	leisurely
sharp	washer	erasure	treasurer
sharper	flasher	composure	partiality

Use the hook for *l* and *r* in the following (115) :

mercury	numerical-ly	enormous	domineer
creamery	miracle	enormity	generic
primary	miraculous	manor	generous
marvelously	energy	minority	generosity
numerous	energize	monarchy	abnormal-ly

Apply principle 121 to the following:

set	strike	strangle	superb
setter	striker	sprinkle	suburb
stop	stretch	sobriety	supremacy
stopper	strip	sacrifice	sister
stutter	stripper	skirmish	consistory

Outline Building Drills—IX.

In the following words the circle for the sound of *s* or *ss* is placed on the contrary side of the stem to express *r,* and the two accompanying stems form one straight line (121, a.)—

destroy	dissuader	industry	besprinkle
distress	et cetra	industrious	execrable
distrust	disturb	prosper	disaster
outsider	outstretch	prosperous	disasterous

In the following words retrace the circle with the next stem to express *r*—(121, b. c.)

tasker	discourse	disgorge	obscure
discry	disagreeable	discourteous	obscurity
disagree	discourage	Jasper	cheese-press

In the following words express *r* by its hook, and *s* preceding it by the circle written distinctly within the *r* hook (121, d.)—

designer	depositor	mystery	expire
fastener	atmosphere	mysterious	disappear
gastric	texture	solicitor	registery
rostrum	admixture	illustrious	disparage
tapestry	orchestra	illustrator	reciprocity

Apply principle 120 to the following:

ignore	curb	terminus	qualify
recourse	church	recoil	shire
portray	prevail	beguile	feature
falsify	souvenir	require	figure
quorum	embark	trefoil	epicure

Apply principle 125 to the following:

inspire	insular	enslave	unseemly
inscribe	unscrupulous	enslaver	insomnia
inseparable	unsullied	ensilage	unswayable
unstrung	unsalable	unsolicitous	unceremonious

Outline Building Drills—X.

In the following words, the l-hook is enlarged to add *r*, and the r-hook to add *l* (124)—

florist	templar	liberal	corporal
clerify	rambler	mackerel	temporal
clerical	sprinkler	frolic	inaugural
tolerable-ly	advalorum	frolicsome	pastoral
deplorable	settler	mineral	industrial

Apply principles 124, a. and 124, c. to the following:

troll, trolley	flare, flary
curl, curly	flower, flowery
shrill, shrilly	juggler, jugglery
glair, glairy	burglar, burglary
sculler, scullery	saddler, saddlery

In the following words apply the f-hook principle (128)—

defer	endeavor	adversely	discover-y
contriver	diverge	beverage	discoverer
river	diversity	achiever	engraver
traverse	preferable	Jefferson	behavior
proffer	proverbial	juvenile	biographer

Employ the n-hook principle in the following words (133)—

fringe	monopolize	synonymous	abstenance
furnace	venomous	unanimous	Athenian
veranda	munificence	aluminum	eminence
replenish	minimum	tenancy	preeminence
economical	phenomena	sustenance	peninsula

Employ the n-hook in the following words, and write the following *s* distinctly within the hook (134, b.)—

lonesome	kinsman	cleanser	dispenser
ransom	gainsaid	mainstay	organizer
ransack	rincer	prancer	organism

Outline Building Drills—XI.

In the following words, the n-stem is employed and not the hook—

bunch	dainty	dingy	bonnet
tinge	daintily	dunnage	bayonet
tenet	daintier	continued	cabinet
denied	dentist	attentive	hypnotic
denote	dental	tantalize	hypnotize

In the following words, convenience requires the use of the stem for *f*, *v*, or *n*, instead of the hook—

tonic	warranty	carnival	assignor
noonday	cleavage	clinical	commissioner
jaundice	hygenic	chronical	generic
flinch	manoeuvre	technical	germinate
revenge	monogram	melancholy	disseminate

Express medial *f*, *v*, or *n*, of the following words by its stem—

pencil	tenacity	pincers	non-suit
tinsel	density	condenser	deficit
utensil	densest	chancery	travesty
compensate	densely	tenseness	pensive
counsel	municipal	nonsense	propensity

Apply principles 127 and 129 to the following:

serve, survey	villian, villanious
huff, huffy	tariff, terrify
assign, assignee	ravine, revenue
felon, felony	carbon, carbonize
villian, villainy	mischief, mischievous

Employ the Shon-hook in the following words (138):

exertion	regulation	absorption	molestation
radiation	cooperation	preservation	devastation
initiation	stipulation	installation	remuneration
dispassionate	provocation	imagination	depreciation
reactionary	resumption	expedition	discrimination

Outline Building Drills—XII.

Employ the Tiv-hook in the following words (140):

operative	invective	lucrative	figurative
eruptive	nutritive	speculative	deliberative
fugitive	decorative	venerative	defective
collective	corruptive	deceptive	receptivity
captive	cooperative	executive	talkativeness

Employ the Eshon-curl in the following words (139):

opposition	cessation	vexation	physicians
acquisition	precision	authorization	associations
accusation	persuasion	utilization	transitional
musician	procession	condensation	conversational
incision	realization	specialization	sensational

In the following words, Em may be shaded to add a following *p* or *b* (143—

impute	embarrass	pompously	sympathize
embody	ambulance	trumpet	ambiguous
impact	imposition	amputation	embank
impulse	empanel	impetuous	ambassador
umpire	encamp	impetuousity	temporize

In the following words double the length of the Ing to add *ker* or *ger* (147)—

anger	finger	lingered	thinker
angered	fingered	banker	tinkered
younger	stronger	canker	anchorage
Yonkers	linger	drinker	handkerchief

Employ the Lengthening Principle in the outlines of the following words (146)—

sifter	falter	commander	feather
slaughter	shorter	yonder	zither
flutter	shelter	fielder	wither
flatter	winter	shoulder	smoother
freighter	mortar	shredder	smother

Outline Building Drills—XIII.

Employ the Lengthening Principle in the following:

molder	freeholder	defender	defrauder
elevator	disorder	adventure	generator
janitor	dissenter	provender	modern
asunder	engender	squander	veteran
surrender	lavender	defaulter	Northern

Employ the Lengthening Principle in the following:

hindrance	moderately	confederacy
central-ly	barometer	amphitheatre
sensatorial	metropolis	fraternity
tendril	literature	Northerner
cylinder	alternative	veterinary

Apply principles 146, 147, and 148 to the following:

enter, entry	flatter, flattery
anger, angry	feather, feathery
hunger, hungry	leather, leathery
winter, wintry	palter, paltry
water, watery	swelter, sweltry

Apply principles 153 and 160, b. to the following:

treat, treaty	fault, faulty
wind, windy	appoint, appointee
shade, shady	absent, absentee
word, wordy	shift, shifty
flight, flighty	thrift, thrifty

Write half length *r* and *sh* in the direction which secures an angle at their junction to other stems.

feared	severed	lard	fished
fired	savored	slurred	flashed
furred	lowered	gored	officiate
afford	veered	demurred	associate
faired	suffered	dullard	freshet

Outline Building Drills—XIV.

Apply principles 88, b. and 89, c. to the following:

peer, peerage	conspire, conspiracy
severe, severity	suffer, sufferings
arrear, arrearage	compare, comparison
bear, bearable	fierce, fierceness
bare, barehead	sphere, spherical

Use Ray for *r* before a terminal hook.

born	portion	turner	mariner
torn	assertion	burner	baronial
adorn	desertion	turnkey	perennial
thorn	sportive	foreigner	discernment
spurn	comparative	mourner	environment

Ort and *ert* are frequent expressed by Ret.

port	resort	import	alert
support	fort	importune	alertness
export	fortify	importunity	pertain
report	fortitude	assert	pertinent
distort	fortunate	ascertain	pertinacity

Tory and *tary* are frequently expressed by halving a preceding stem and following with Ray.

auditory	tributary	dilatory	reverberatory
territory	laudatory	desultory	inventory
statutory	lavatory	exclamatory	voluntary
secretary	dormitory	peremptory	exaggeratory
offertory	confirmatory	laboratory	conservatory

In these and similar words *l* is express by *El.*

bundle	townhall	tassel	tightly
jointly	instantly	chisel	detail
chainless	pendulum	jostle	boldly
stainless	chiefly	thistle	coldly
buttonhole	defile	loudly	completely

Outline Building Drills—XV.

Apply principle 158 to the following words:

probate	critic	catechise	rewritten
browbeat	cricket	catacomb	wardrobe
propound	tactic	arctic	assuaged
attitude	architect	narcotic	emphatic

Est and *ist* following a hook are usually expressed by Est or Ist, as convenience requires:

cleanest	plainest	leanest	unionist
kindest	vainest	meanest	violinist
grandest	thinnest	fondest	visionist
stiffest	finest	faintest	protectionist

The termination *ward* is expressed by Wert or Ard, as convenience requires.

onward	upward	outward	eastward
afterward	forward	thitherward	wayward
inward	northward	seaward	froward
homeward	windward	downward	watchward
leeward	southward	heavenward	westward

Steh of primitive words is sometimes changed to Iss-Tee in derivatives.

instep	unsteady	overstock	footstool
overstep	reinstate	penstock	toadstool
footstep	hemstitch	porksteak	restore
lockstep	lockstitch	instill	restful
homestead	deadstock	install	wasteful

The following and similar derivatives of word-signs are expressed by their full outlines.

giver	betime	overtake	undertaker
comer	oftentime	thinker	belittle
maker	overtime	prolong	plaything
worker	pastime	erelong	firstly
timely	betake	sidelong	first-rate

Outline Building Drills—XVI.

Employ the halving principle in the outlines of the following:

retinue	symptom	strategist	epidemic
certify	index	strategem	metaphysics
epitome	syntax	strategic	antagonize
epitomize	evidence	petrify	patronize
optimist	strategy	academic	intoxicate

Employ the halving principle in the following:

nautical	catagory	operatic	mortalize
medical	competitor	pretext	military
ridicule	competitive	prodigy	multiply
ridiculous	charter	prodigious	critical-ly
judiciary	curtain	mortal	credential

Employ the halving principle in the following:

rental	abundance	maintain	voluntary
fountain	spontaneous	maintenance	volunteer
random	plaintiff	mountain	printer
identify	attendance	mountainous	plunder
Kentucky	authentic	Clinton	splendor

Employ the halving principle to both stems of the following outlines of the following words (153):

intend	abdicate	aptitude	predict
detect	adjudicate	affidavit	protect
deduct	evident	verdict	candidate
dedicate	actuated	cultivate	pendant
indicate	agitated	gratitude	vindicate

Employ the halving principle in the following:

timidity	despotic	spectacle	gigantic
dictate	despotism	spectator	instantaneous
accentuate	verbatim	skeptic	automatic
peremptory	simultaneous	skepticism	systematic
laboratory	receptacle	turpentine	problematical

Outline Building Drills—XVII.

abomination affectation approximate atmospheric
abstemious amalgamate arbitrary auspicious
academical amanuensis aristocracy benefactor
adaptation ambiguity arithmetic benevelant
admonition anatomical ascendency biographical
adversary antagonism assimilation antiquity

capricious christianity debenture degenerate
catholicity conservative declamatory delinquency
celestial constituency declension democracy
challenge contaminate declivity demurrage
chemistry contingency defamatory Denmark
clairvoyant criminal defensive denomination

despicable dictatorial disqualify economical
despondency differential disseminate effeminate
despotical digestion distinguish emblematic
detrimental discriminate dyspepsia encyclopedia
dexterity dishonorable eccentric entanglement
diametrical disorganize eclectic enthusiastic

equinoctial exemplify expeditious extinguish
evangelical exhibitor exploration extortionate
examination exhortation exportation extraction
excellency exorbitant extemporize extravagance
exchequer expansive extenuate extremity
exclamatory expedient extinct expediency

ferocious fragmentary generation imaginative
fervently fraternally generosity imperceptible
fertility frequency geographical imperfection
fictitious frontispiece gravitation impropriety
financially futurity grotesque fractious
fluctuate galvanic horticulture geometrical

Outline Building Drills—XVIII.

infinitely
infirmary
inquisitive
insolvency
instructor
instructive
intrinsic
invention
irresistible
jurisdiction
languish
laudanum
legislation
licentious
liquidate
literature
lithograph
locomotive
loquacious
lubricator
malevolent
malform
malignant
mathematic

maximum
mechanical
melancholy
mercenary
metropolitan
Mexico
microscope
millionaire
minimum
misdemeanor
multifarious
multiplicity
munificence
negligence
neutralize
obnoxious
obscurity
observation
obstructive
octangular
organization
orthodox
orthodoxy
orthography

ostentatious
parallelogram
parliamentary
partiality
patronage
pecuniary
peevishly
penitential
performance
permanence
perspective
perspecuity
pestilential
phenomenon
philanthropy
photography
picturesque
piquancy
potential
poverty
precipitate
prejudicial
prerogative
pretention

prevaricate
prima-facie
prodigious
propitious
protraction
provincial
pungency
quadrangle
reciprocate
rejection
relevancy
relinquish
resignation
restriction
revengeful
revivify
rheumatism
stranger
strengthen
structural
stupendous
subordinate
subservient
substantial

substantiate
superficial
supremacy
suspensive
systematic
tabernacle
telescope
temperance
temporal
tenacious
tendency
testamentary
testimonial
texture
theoretical
thermometer
tumultuous
typography
tyrannical
uniformity
universally
vanquish
vengeance
vexations

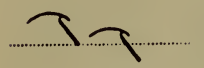
Words Distinguished.

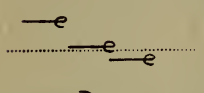
General principles of word building have been given throughout this text, distinguishing a great many words of the same consonants, but having different meanings, such as:

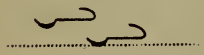
sense	80	from	essence	107, c
moss,	80	"	mossy,	107, d
dust,	80	"	dusty,	84
joys,	80	"	joyous,	107, f
head,	117	"	ahead,	120, c
hail,	117	"	halo,	120, d
while,	129	"	awhile,	167, c
ark,	175, a	"	rack,	176, a
bear,	175, b	"	berry,	176, b
like,	185, d	"	alike,	185, d
royal,	185, e	"	royally,	185, c
pale,	203	"	play,	203
pearl,	237	"	pearly,	237
serve,	246	"	survey,	249
rain,	256	"	rainy,	262
water	285, b	"	watery,	288
grant,	296, a	"	grantee,	304
quit,	296	"	acquit,	305
debt,	296	"	duet,	306
sold,	296	"	solid,	307

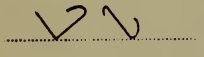
Again, there are other words that do not come under the principles of the above classification, and which need to be specially distinguished. This is done by variation either in outline or position, or by vocalization. Following is a partial list of such words. A careful study of this list will enable the student not only to distinguish these but to provide distinctions for other words that he finds are liable to conflict.

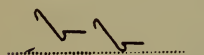
pure
power

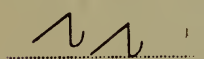

amiable
humble

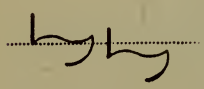

causation
accessation
accusation

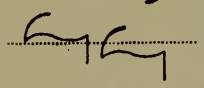

indication
induction


Parisian
Persian


perfected
provoked

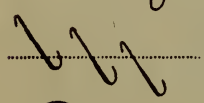

irritation
rotation


diminish
admonish


eliminate
illuminate

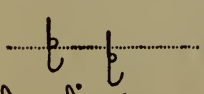
available
valuable

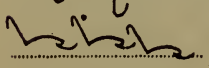
repetition
reputation

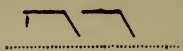

prohibition
probation
approbation

imminent
eminent

anonymous
unanimous


destitution
dissatisfaction


prominent
preeminent
permanent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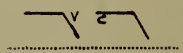
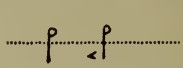
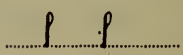
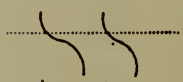
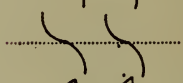
keep

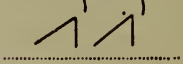

occupy
equip


satisfy
suit


study
steady


far
afar


fair
affair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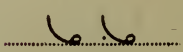
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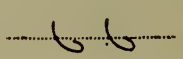
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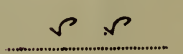
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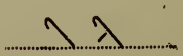
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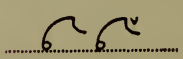
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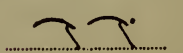
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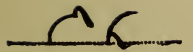
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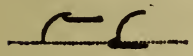
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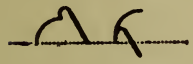
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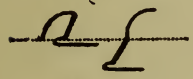
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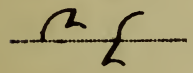
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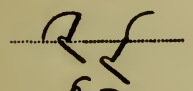
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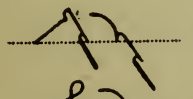
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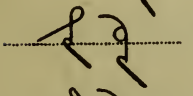
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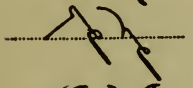
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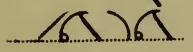
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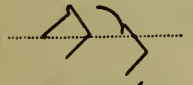
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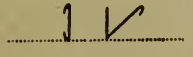
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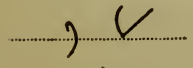
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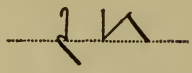
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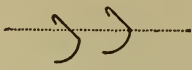
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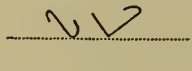
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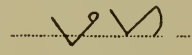
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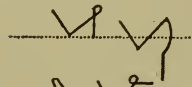
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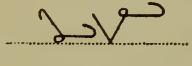
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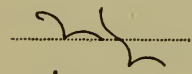
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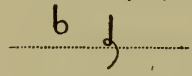
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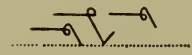
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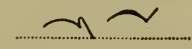
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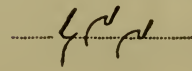
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model

material
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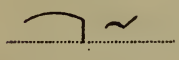
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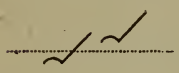
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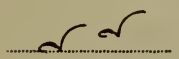
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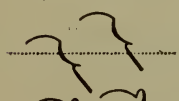
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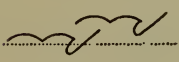
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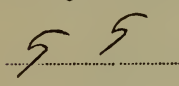
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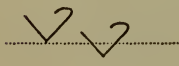
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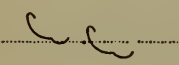
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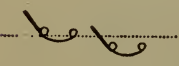
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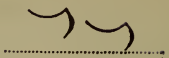
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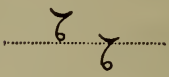
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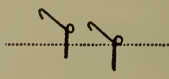
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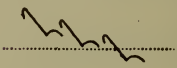
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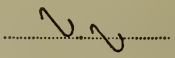
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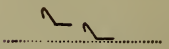
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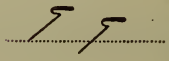
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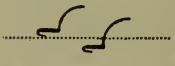
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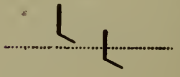
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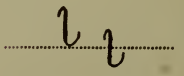
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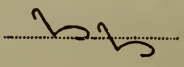
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proscribe

petrify
putrify

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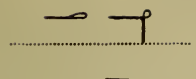
insuperable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God
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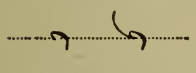
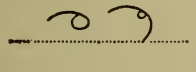
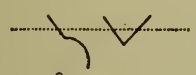

favored
favorite


Misses
Mrs.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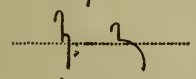
power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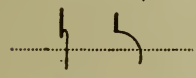
trader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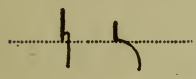
auditor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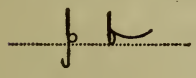
debtor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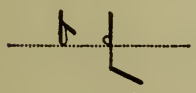
destiny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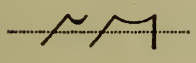
disturb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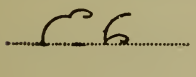
renewed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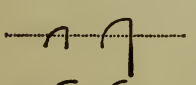
element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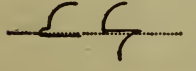
altitude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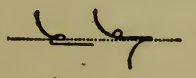
alcohol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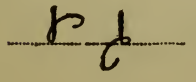
fiscal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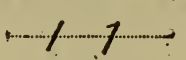
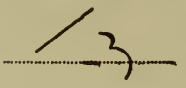
dissolution


large
huge

bolt
belt


writer
reader

miner
minor

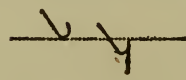
finely
finally

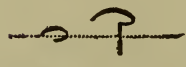
accordance
credence

protect
product

protection
production

abandoned
abundant


patient
passionate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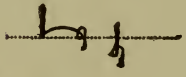
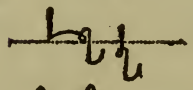
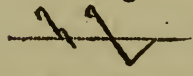
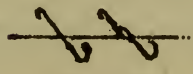
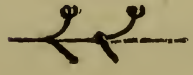
impassionate


demonstrate
administered


demonstration
administration


appropriate
prepared


proportion
appropriation


unsociable
insatiable

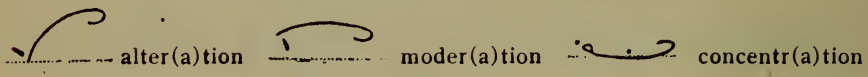
Special Word Building Principles

210. (a) A final *ns* sound, preceded by a curved consonant, is usually represented by Ens, instead of n-hook and Iss, especially when derivative words require the En-stem.

convince convinced convincive immense imensely immensity

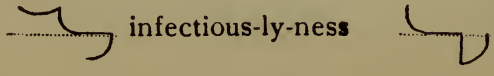
Note.—The following words and their derivatives are written in accordance with this principle: Fence, offense, evince, convince, conveyance, affiance, affluence, assurance, affirmance, romance, alliance, allowance, lance, lense, mince, immense, enhance, annoyance, finance, penance, denounce, renounce, pronounce.

(b) The ignoring of a vowel sometimes makes it possible to employ the Lengthening Principle.

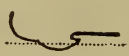


(c) The ignoring of a vowel sometimes make it possible to employ the Halving Principle.

(d) Terminations, having the sound of *tious-ly-ness,* may be express by *sh* written in the direction prescribed by General Principles.



(e) The terminations graph-y-er-ic-ical, may be expressed by *Ger.*

biography-er  phonograph-er-ic

(f) The terminations minate-d-ion may be expressed by *Men.*

terminate-d-ion dissiminate-d-ion

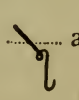
(g) The termination *tial* and *tially* may be omitted in short words of frequent occurrence, also in words of several syllables.

presidential differential

(h) The terminations serve-d-ation may be expressed by *Ray.*

reserve-d-ation observe-d-ation

(i) The termination *tive* following the sound of *k* is frequently expressed by *f-hook*, k being omitted.

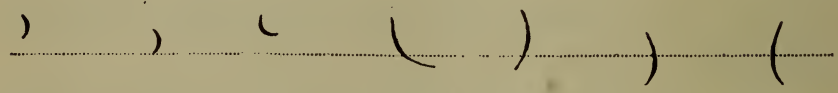
destructive restrictive  abstractive

(j) The termination *cy* is sometimes omitted after an *n-hook.*

presidency persistency relevancy

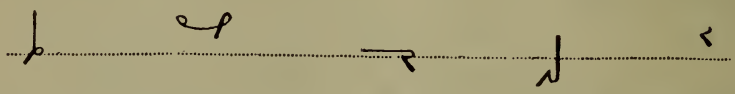
Special Phrasing Principles

211. (a) *Is it, as it, of it, is their-re, as their-re, the other,* and their derivatives are expressed by their phonographic signs.



is it, as it, of it, of their, is their, as their, the other

(b) After a hook or circle, *there, their, they are, or other,* may be expressed by a shaded slanting tick.



it is their, since they are, can there, down there, what other

Note. This shaded tick is named the Dher-Tick.

(c) *Ing Dhr* may be expressed by placing the Dher-Tick in the place of the Ing-Dot.

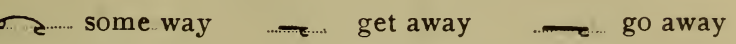
knowing their thinking they are

Note.—Observe that the same sign is used for both *Ing-Dhr* and Ingly given in (177).

(d) *Ing his, ing us, ing you, ing away,* may be expressed by placing in the place of the *ing-dot,* a small circle to add *his* or *us,* and the semicircle for *you.*

giving his or us doing his or us thinking you

(e) Way and away in special phrases are expressed by Brief-Way.

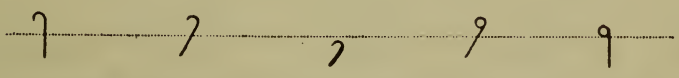


some way get away go away

(f) *Have* may be added to a full-length curved stem and to enlarged Brief-Way signs by an Ef-hook.

they have, there have, we would have, you were having

(g) Were may be added by an r-hook and placing the outline in the Third Position.



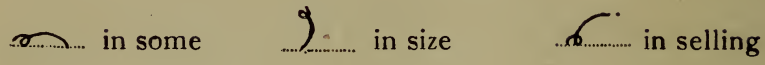
it were, which were, who were, such were, as it were

Note.—Observe that the Iss of the phrase *as it were,* is placed on the line.

(h) An l-hook may be enlarged to add *are* or *our,* and an r-hook may be enlarged to add *all* or *will.*

if all are, for all are, over all, there will, during all
if all our, for all our, they are all,

(i) The In-hook may be joined to certain signs beginning with a circle to add the word *in*.



(j) *Session* may be expressed by Iss-Eshon.

night session | evening session | another session | last session | next session

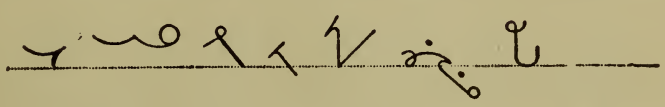
(k) Store, stair, star, instruction, may sometimes be expressed by Ster-loop.

drug store | up stairs | down stairs | evening star | your instructions

212. (a) *A* and *And* may be omitted in such phrases as:

for a long time, by and by, again and again, more and more, over and over, over and above, round and round.

(b) *The* may be omitted in such phrases as:



in the world, in the United States, on the subject, on the part, on the contrary, in the same place, in the construction.

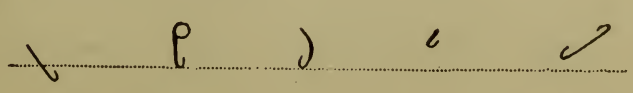
(c) *Or* may be omitted in such familiar phrases as:

more or less, sooner or later, one or two, two or three, this or that

(d) *With* may be omitted in such phrases as:

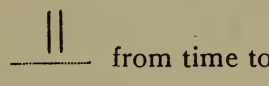
in connection with the — in comparison with the — in conjunction with the

(e) *To* proceding *have,* which is expressed by an Ef-hook, may be omitted.



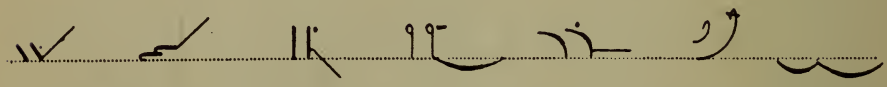
hope to have — is said to have — was to have — ought to have — we are to have

(i) *From-to* may be omitted and the adjacent words written close to each other in such phrases as:



from time to time from hour to hour

(j) The repetition of adjectives connected by *and* may be expressed as follows:

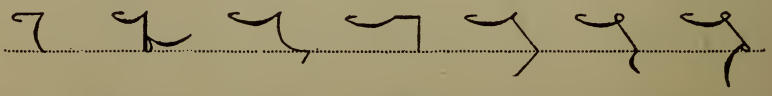


better and better, greater and greater, deeper and deeper, stronger and stronger, weaker and weaker, shorter and shorter, longer and longer.

(k) The pronouns *I, we, you, he* and *they,* in phrases like, *as many as I can,* may be omitted when the context will clearly indicate the particular pronoun omitted.

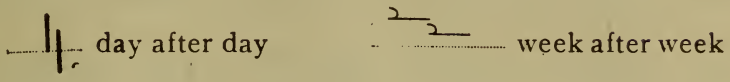
as near as ..... can | as well as ..... can | as long as ..... can | as much as ..... can | as far as ..... can

(f) *To* may be omitted from set phrases containing *according, in order, in reference, in regard, in reply, in respect, etc.*



according to them, in order to distinguish, in reference to the, in regard to it, in reply to which, in respect to that, in response to your

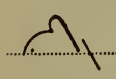
(g) *After* may sometimes be omitted and the adjacent words written below each other.

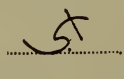


(h) *By* may sometimes be omitted and the adjacent words written above each other.

Intersections and Lapping

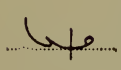
213. (a) *Party* may be expressed by *Pee,* intersecting or lapping the last stem of a proceding word.

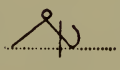

Liberal Party


National Party

Democratic Party

(b) *Committee* may be express by *Tee,* intersecting the last stem of a preceding word.


Finance Committee


Reception Committee

Senate Committee

(c) *Department* may be expressed by *Dee,* intersecting the last stem of a preceding word.

Traffic Department

Legal Department

State Department

(d) *Society* may be expressed by *Es,* intersecting the last stem of a preceding word.

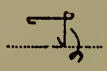
Medical Society

Humane Society

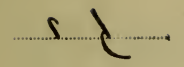
Coral Society

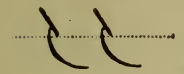
(e) *Association* may be expressed by *Es-Isseshon,* intersecting or lapping, the last stem of a preceding word.

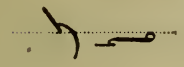
Park Association


Christian Association

Street Improvement Association


able to
above all


above all other
above all their

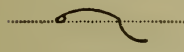

above our
Act of Congress

absolutely
necessary

according to their
instructions

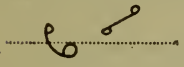
Act of Parliament
American people

American Bible
Society

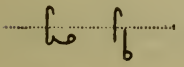

as a matter of
fact

as a matter of
course

anything else
as far as

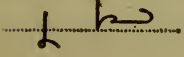

as fast as
as high as

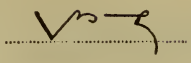
as it were
as they are


at all events
at all times

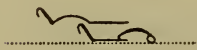
at any rate
at least

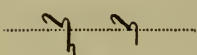
at length
at or about

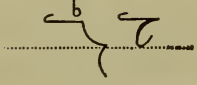

at the same time
Atlantic ocean

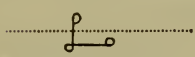

bear in mind
because there are

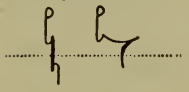
bill of lading
bill of particulars


British America
Board of
Commerce


Board of
Directors
Board of Trade


call forth
call your attention


circumstances of
the case

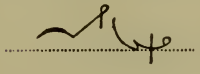

City of Detroit
City of New York

Constitution of
the United
States

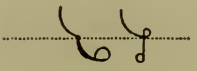
day or two
day or two after

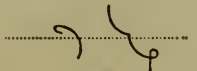
Democratic Party
District of
Columbia

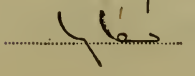
eight or nine
Episcopal Church

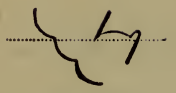

Empire State
finance committee

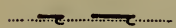
First National
Bank


five or six
for instance

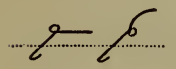

for our
for the first time

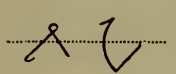

for the purpose
for the sake of

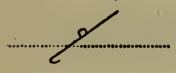

four or five
General Manager

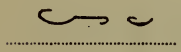

get away
go away

Great Britain
habeas corpus

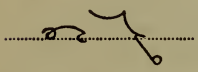

House of Commons
House of Lords


House of Parliament
I think there are


House of
Representatives


in like manner
in order

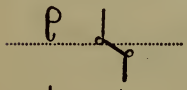
in the meantime
in the meanwhile

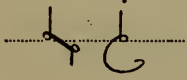

in the same way
in the first place

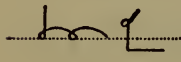
in any place
in the second place

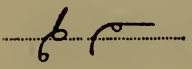
in this way
in this same way

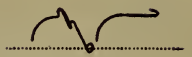
in writing
into their-re

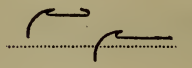

is said to have
it has been said


it has been stated
it is well known


it seems to me
joint stock


just as well as
last week

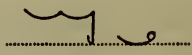

liberty of the
press
like to have

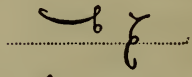

likely to have
look like

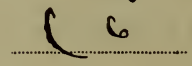
more than one
more than once

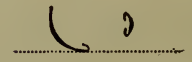
my dear
my dear sir

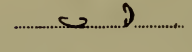
next week
New York State

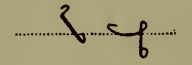

nine or ten
no, sir

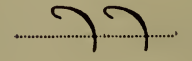

Northern States
not less than

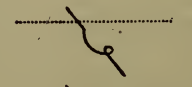

of all their
of all its


of their own
on either hand

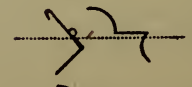

on the one hand
on the other hand


on or before
once or twice

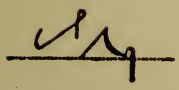

over all other
over all their


party of the first
part

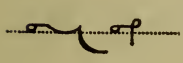
party of the
second part

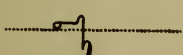

Presbyterian
Church
Roman Catholic

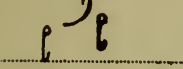
Roman Catholic
Church

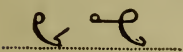

real estate
Rev. Dr.

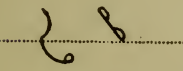
Secretary of
Interior

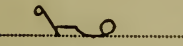

Secretary of Navy
Secretary of
State

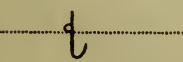

Secretary of
Treasury


set forth
set off

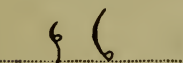

seven or eight
six or seven

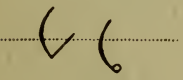

so far as
step by step

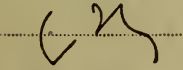

Supreme Court of
the United
States

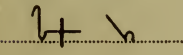

take it into
consideration

take it for granted
temperance
society

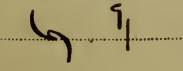

that is to say
that there is


that there are
the others

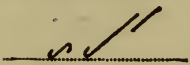

think there are
three or four

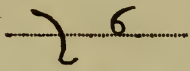

traffic department
upon you

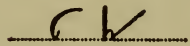
very well
vice-president


vice versa
we did it

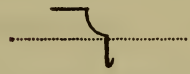
were it
were it not

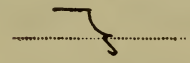

were not
where there are


whether or not
yes, sir

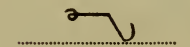

your honor
do you recollect

counsel for the
defendant


counsel for the
defense

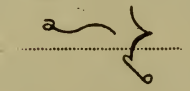

counsel for the
plaintiff

Gentlemen of the
Jury

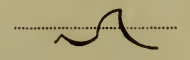

what is your
occupation

what is your
business

where do you live
where do you
reside


what is your name
if your honor
please

may it please
your honor

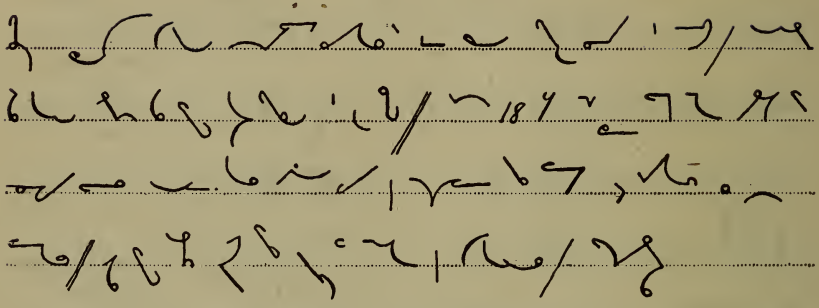

how long have you
lived there

how long have yuo
known him

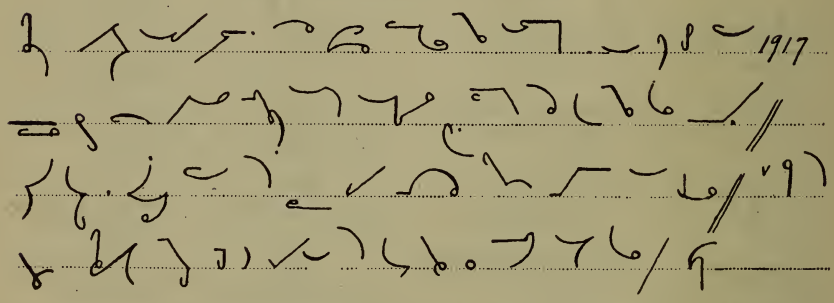
please state to the
court and jury

Model Notes

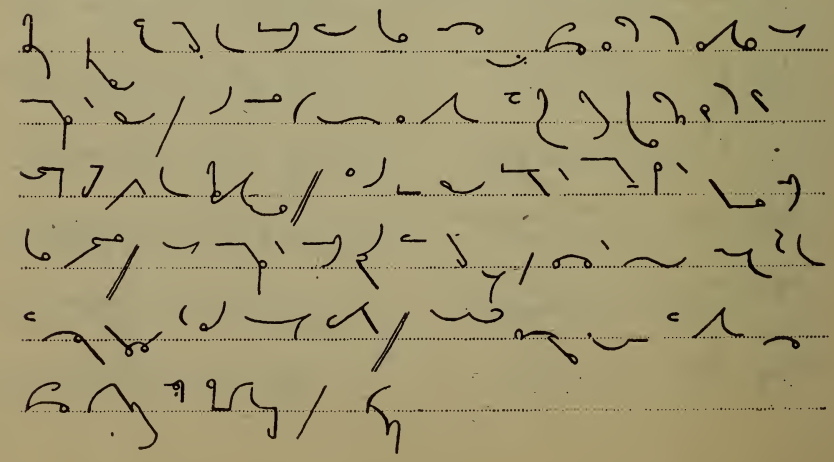
LETTER OF APPLICATION



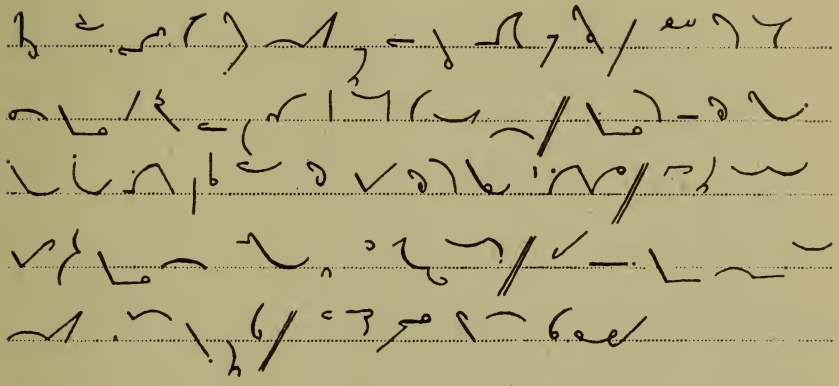
REFERENCE LETTER



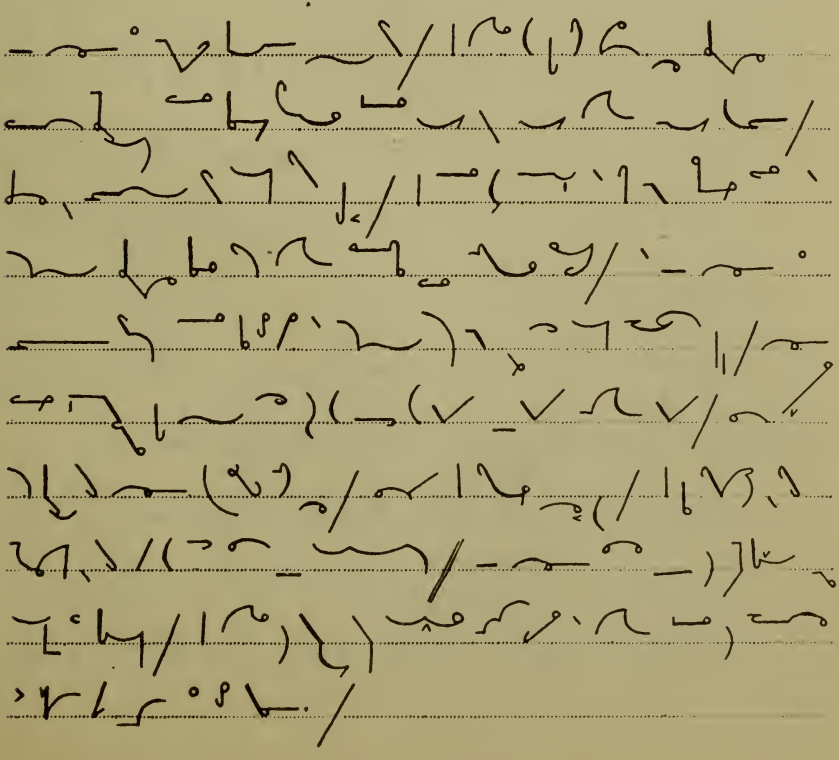
REPLY TO REFERENCE LETTER



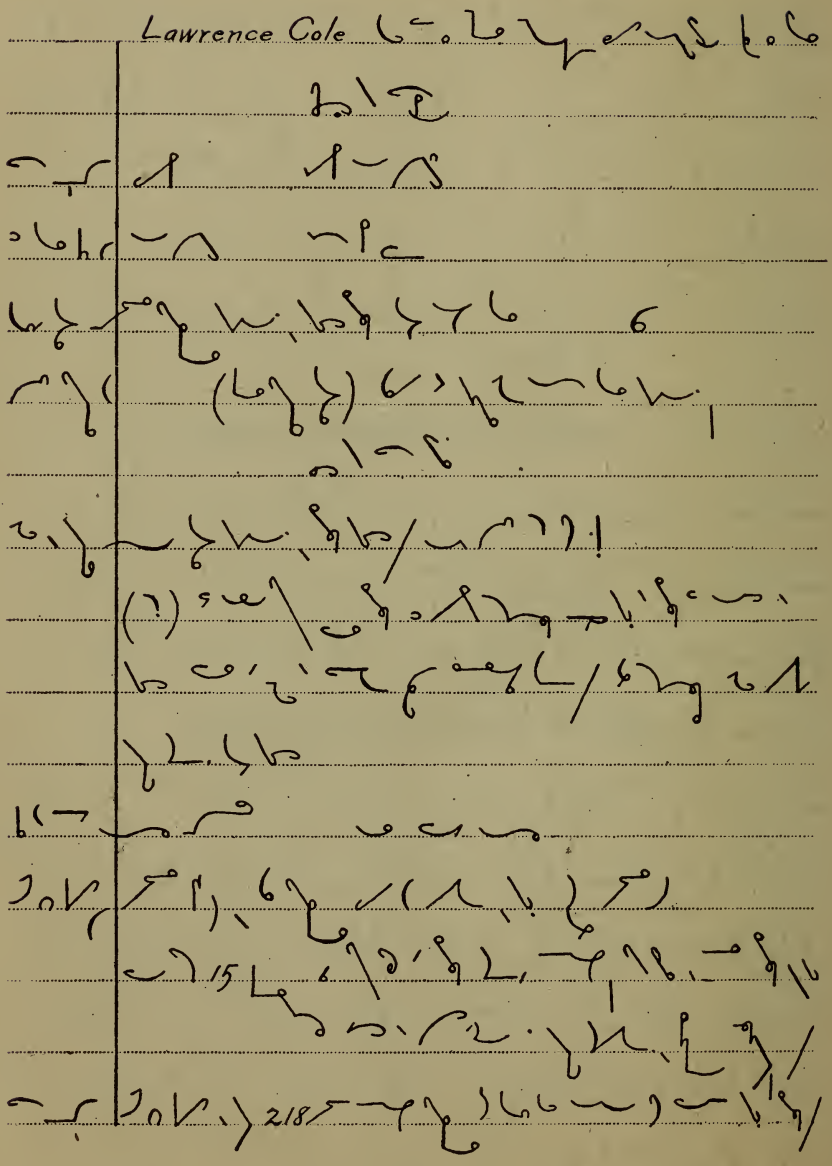
PERSONAL LETTER



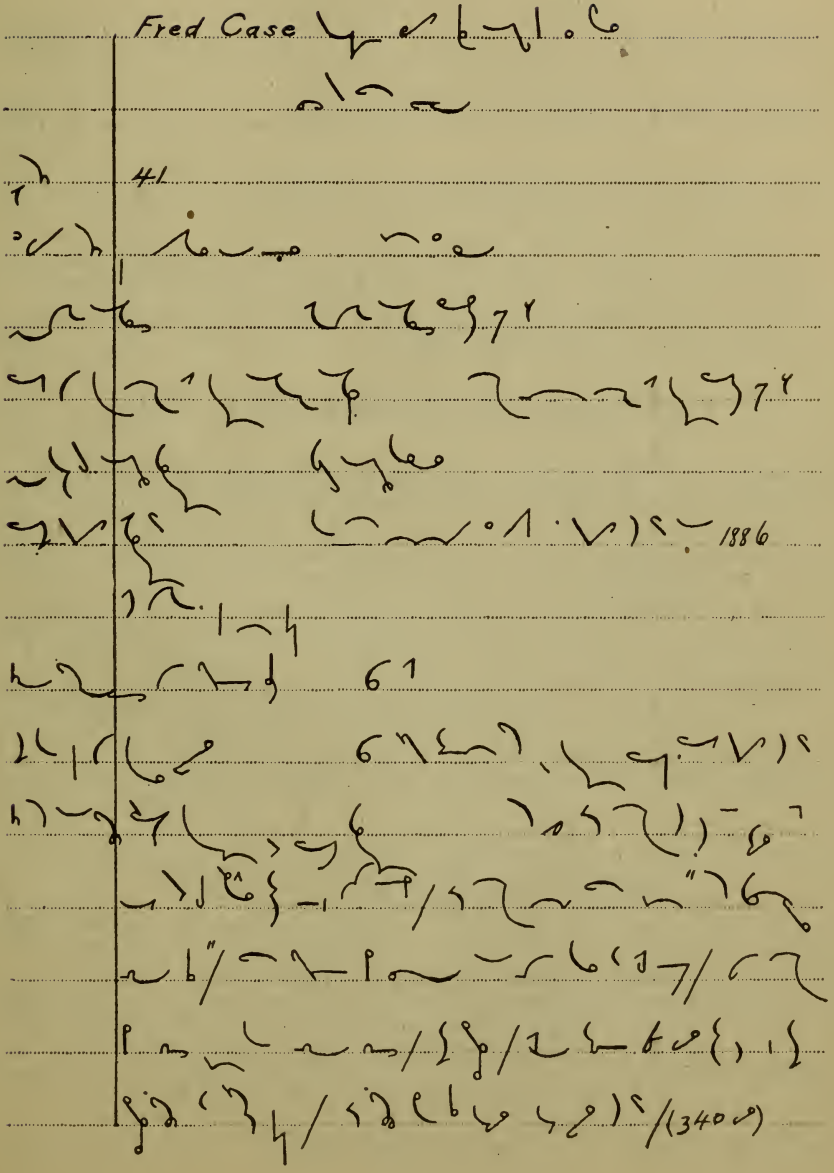
MUSIC A POWERFUL TONIC



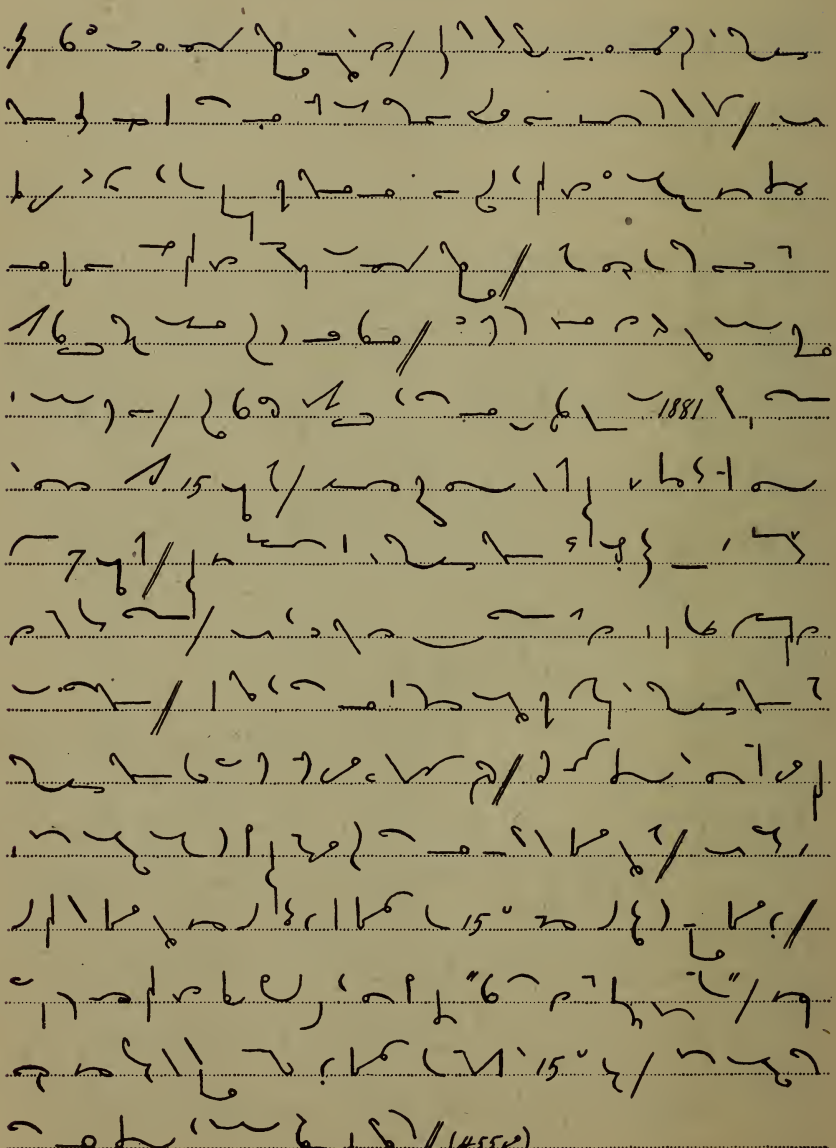
TESTIMONY



TESTIMONY



CHARGE TO THE JURY



Key to Model Notes

1. LETTER OF APPLICATION ....

Dear Sir:

Sooner or later your company may require the services of a good stenographer, private secretary or cashier. In anticipation of this event, I submit this application for your present or future consideration.

I am eighteen years of age and a high school graduate, and have recently completed a secretarial course, including office routine work, at our local business college, to whom I refer you as to my qualifications.

Should this application interest you, I shall be pleased to be favored with an interview at your convenience.

Very respectfully yours,

2. REFERENCE LETTER

Dear Sir:

At present we have an opening for a cashier in our office and Miss Anna Williams has offered her services in the capacity of stenographer. She gives your name as reference, and we would therefore appreciate advices from you as to her ability, integrity and general reputation for trustworthiness.

Is she a good stenographer and capable of keeping a set of books and other office records?

In the capacity of cashier she will be called upon to handle large sums of money, and in view of that fact we must be absolutely certain that she is entirely reliable.

Any information you may be pleased to communicate with reference to Miss Williams, will be appreciated and considered strictly confidential.

Yours truly,

3. REPLY TO REFERENCE LETTER

Dear Sir:

Replying to your inquiry in regard to Miss Williams' qualifications and business integrity, no other student in our 1917 class has been more earnest and persevering in her endeavors to fully equip herself for a business office career.

She was faithful and conscientious in all her school-work and always prompt and regular in attendance.

I consider her absolutely trustworthy and competent and do not hesitate to recommend her for the position as cashier in your office.

Yours truly,

4. **PERSONAL LETTER**

Dear Friend:

I want to congratuate you on your approaching marriage and to wish you great happiness, good health and much prosperity. I sent you from New York some books which I will be glad to think you will take into your new home.

Books are good friends, bringing company, comfort and health at times when frequently better friends are absent or helpless. I can not wish you anything better than that your books may be and bring to you what I have found in reading.

We are going back to America in March and I am hoping to see you then. With kindest regards, believe me,

Yours sincerely,

MUSIC A POWERFUL TONIC

Good music is a powerful tonic to many people. It lifts them out of their solemn moods, dispels gloom and despondency, kills discouraged feelings, and gives new hope, new life and new vigor. It seems to put a great many people into proper tune. It gives them the keynote of truth and beauty, strikes the chords of harmony, dispels discords from life, scatters clouds, and brings sunshine.

All good music is a character-builder, because its constant suggestion of harmony, order and beauty puts the mind into a normal attitude. Music clears the cobwebs out of many minds, so that they can think better, act better and live better. Some writers are dependent upon music for their inspiration and their moods. Somehow it brings the Muse to them. It adds brilliancy to the brain and facility to the pen, which they cannot seem to get in any other way.

Good music seems to give us a touch of the divine, to put us in contact with divinity. It lifts us above the petty annoyances and litte worries of life and gives us a glimpse of the ideal which the actual is constantly obscuring.

TESTIMONY

Lawrence Cole, having been called as witness and being duly sworn in behalf of the complainant, testified as follows:

Direct Examination by Mr. Constantine:

Q. Mr. Cole, where do you reside?

A. I reside in Albion.

Q. What office do you hold in Albion?

A. I am City Clerk.

Q. Have you the files and records of the proceedings pertaining to the pavement of Superior Street filed in your office?

A. Yes, sir.

Q. Will you produce them?

A. (Witness produces files). These are all the papers I have in my office pertaining to it.

Examination by Mr. Bliss:

Q. I find two petitions among those files pertaining to the Superior Street pavement. Now, will you please read their hearing?

A. (Reading): "We, the undersigned property owners of Superior Street, would respectfully remonstrate against the paving of Superior Street with any kind of pavement, unless on a foundation of gravel, less than six inches thick."

Q. Does that give the names and locations?

A. No, sir; only the names.

Q. I wish you would take your record and tell us about these proceedings, where they refer to this paving, so far as the record shows?

A. One from fifteen taxpayers whose property fronts on Superior Street, asking the Council to take proper steps to cause Superior Street to be paved.

On motion of Alderman Austin, the petition was referred to the City Attorney and Street and Bridge Committee.

Q. Mr. Cole, I wish you would turn to page 218 of the record of the Council proceedings and see if you find anything there in regard to paving Superior Street?

TESTIMONY

Fred Case, being duly sworn, testified in behalf of the defendant as follows:

Examined by Mr. Gardner:

Q. How old are you?

A. Forty-one.

Q. What relation are you to the defendant, Rufus N. Case?

A. I am his son.

Q. How long have you lived in this county?

A. I have lived in this county since I was seven years old.

Q. When did your father move on the farm involved in this suit?

A. My father and mother moved on the farm when I was seven years old.

Q. How long were your parents in possession of this farm?

A. They have been in possession of the farm ever since.

Q. When was the barn on this farm built?

A. If my memory is right, the barn was built in 1896. I was living at home at the time.

Q. Did you know Franklin L. Parker, the deceased?

A. Yes, sir; I did.

Q. Was he ever at your father's house?

A. Yes, sir; I remember that he came over to the farm one day when the barn was being constructed.

Q. Did you hear any conversation between your father and him about the ownership of this farm?

A. Why the first I heard, my father was using quite loud words and I knew by the tone of his voice that he was getting a little excited. This was in 1886. I stepped out towards where they were to see what was going on. I heard my father make the remark to him, "Why this is my place and you know it is."

Mr. Parker said something in a low voice that I did not catch.

"Well," my father said, "You can't put me off and you know you can't." That was the substance. I don't know that I have given just the words that they used but that was the substance of the conversation that I overheard at the time. I heard conversations several times afterwards, after the house was built.

CHARGE TO THE JURY

Gentlemen of the Jury: This is what is known as a summary proceedings to get possession of land. It was brought by the complainant, acting as executrix of the estate of Franklin Parker, deceased, against the defendant, Mr. Case, and tried in the Circuit Court Commissioner's Court, and came here by appeal.

Now, it is the rule of the law that if at any time during the progress of the case, the Court shall find that title to land is involved, he must dismiss the case out of Court, because the title cannot be tried in a summary proceedings.

I have examined the evidence very carefully and I reached this conclusion from the evidence in the case, so far as it governs this case.

What I say here, of course, will not bind the parties in any other case or in any other Court. So far as this is concerned I reach the conclusion that Mr. Case owned this land back in 1881, subject to a mortgage of some amount, originally $1,500, I think. He claims there had been something paid on it at that time, but he admits that he owed something like $700 on it.

At that time he made a quit-claim deed to Franklin Parker, with an understanding that he was to go on and occupy the land and pay off the mortgage. Now, that would practically amount to another mortgage on the land, but it would vest the legal title of the land in Mr. Parker.

It appears that Mr. Case did remain in possession during the lifetime of Franklin Parker, and that Franklin Parker often went there, and their relations were apparently friendly.

There is a little testimony of some hot words at one time, but I am unable to find enough was said and done at the time and afterwards, so that Mr. Case could build up adverse possession on that.

Now, in order that he should show title by adverse possession he must show that he has held it adversely for fifteen years, and he must show that this was a continuous, adverse holding.

In order to take away a man's title to land, it is not sufficient to show that somebody said at some time, "This is my land and I dare you to put me off." He must do more than that. He must follow that up by continuous occupation, holding adversely for a period of fifteen years after that. I am unable to find from Mr. Case's testimony that anything of this kind took place here. (455 words)

Special Vocabulary

A

abandon, Ben[2]-Den.
able bodied, Bet[2]:Bed.
able to, Bled[2].
able to be, Bel[2]-Bee.
able to come, Bel[2]-Kay.
able to have, Blef[2].
above all, Bee[2]-Vel.
above all its, Bee[2]-Vlets.
absolutely certain, Bees[3]-Lets-Ret.
absolutely impossible, Bees[3]-Let-Emps.
absolutely necessary, Bees[3]-Let-Enses.
abstain-inent-inence, Bees[2]-Ten.
abstract-ed-ly, Bees[3]-Ter.
abstraction, Bees[3]-Tershon.
abstractive, Bees[3]-Tref.
absurd-ity-ly, Bees[2]-Ard.
abundant-ly-ce, Bend[2].
acceptable, Spet[3]-Bel.
accepter, Spet[3]-Ar.
accessible-y-ility-Kayses[3]-Bee.
accusable, Kays[3]-Bee.
achievable, Chef[1]-Bee.
acquit, Kay-Tee[1].
acquittal, Kay-Tee[1]-Lay.
according to that, Kret-Thet[1].
according to them, Kret-Dhee[2].
according to which, Kret-Chay[2].
Act of Congress, Ket[3]-Gers.
active-ly-ity, Kaytiv[3].
Act of Parliament, Ket[3]-Prel.
actionable, Kayshon[3]-Bee.
actor, Kay-Ter[3].
actuary, Ket-Ray[3].
adapt-ed-ation, Dee[3]-Pet.
adjournment, Jer[2]-ment.
adjustible, Jays[2]-Bel.
administrator, Dee[3]-Iss-Ter-Ter.
administratrix, Dee[3]-Iss-Tret-Kays.
admissible, Dee[1]-Ems-Bee.
admit-ted-tance, Dee[1]-Met.
adventitious-ly-ness, Def[2]-Ent-Ish.
adventure-d, Def[3]-Enter.
affect-ed, Ef[3].
affection-ate, Efshon[3].
aforementioned, Ef[2]-Ar-Emshond.
aforesaid, Ef[2]-Ars-Dee.
again and again, Gen[2]-Gen.
aggregate-d-ion, Ger[2]-Gay.
ah, Hay[3].
ahead, Hay[2]-Dee.
ailment, Lay[2]-Ment.
alcohol, El[2]-Kay-El.
alcoholic, El[2]-Kay-Lay-Kay.
alike, El[1]-Kay.
alkali, El[2]-Kel.
altitude Let[2]-Tee-Dee.
amalgamate-d-ion, Mel[2]-Gay.
amanuensis, Em[2]-En-Enses.
ambiguity, Emb-Gay-Tee.
ambiguous-ly-ness, Emb[1]-Gay.
ambitious-ly-ness, Emb-Ish[1].
amenable, Em-En-Bel.
anatomy-ic-ical-ly, En-Tee[2]-Em.
ancester-try-tral, En-Es'ster.
and all, Kletoid[2].
and are, Kretoid[2].
and of, Keftoid[2].
and what, Kentoid[1].
and would, Kentoid[2].
Anglo Saxon, Ingses[2]-En.
antagonism, Ent[2]-Gays-Em.
antagonist, Ent[2]-Gay-Enst.
antecedent, Ents-Dent[1].
antedate, Ent-Det[2].
anterior, Ent[2]-Ray-Ray.
anticipate-d, Ents-Pet[1].
anticipation, Ents-Peeshon[2].
antique, Ent[1]-Kay.
antiquity, Ent-Kay[2]-Tee.
antiseptic, Ents-Pet[2]-Kay.

apoplexy-ectic, Pee^{2}-Pel-Kay.
appertain, Pee^{3}-Pet-En.
applicable-ility, Pel^{3}-Kay.
applicant, Plent^{3}.
apportion-ed-ment, Pee^{3}-Rayshon.
approbation, Per^{3}-Beeshon.
aristocrat-ic-ical-cy, Ars^{2}-Tee.
arithmetic-al, Ray^{2}-Ith-Met.
as a matter of course, Iss-Emter^{2}-Kers.
as a matter of fact, Iss-Emter^{2}-Ef.
as far as, Sefs^{3}.
as far as I can, Sefs^{3}-Ken.
as fast as, Sefses^{3}.
as fast as I can, Sefses^{3}-Ken.
as great as, Sgreds^{2}.
as has been, Ses^{2}-Ben.
as has been said, Ses^{2}-Bees-Dee.
as he, Iss^{2}-Chetoid.
as high as, Iss-Hays^{1}.
as it appears to me, Zet^{2}-Pers-Em.
as it had, Iss-Ted^{3}.
as it ought, Iss-Ted^{1}.
as it were, Iss^{2}-Ter.
as it would, Iss-Ted^{3}.
as large as, Sjays^{3}.
as long as, Iss^{2}-Ings.
as long as I can, Iss^{2}-Ings-Ken.
as much as I can, Iss-Chays^{3}-Ken.
as soon, Ses^{2}-En.
as soon as convenient, Ses^{2}-Ens-Ven-Ent.
as soon as I can, Ses^{2}-Ens-Ken.
as the, Iss^{2}-Chetoid.
as the, Zeether^{3}.
as to, Iss-Petoid^{2}.
as to a-n, Iss^{2}-Tetoid.
as to it, Iss^{2}-Tee.
as to the, Iss^{2}-Petoid.
as to their, Iss-Teedher^{2}.
as to which, Iss^{2}-Chay.
as well, Iss-Lay^{2}.
as well as I can, Slays-Ken.
ascend-ed-ency, Es^{2}-End.
ascendant, Es^{2}-End-Ent.
aspire, Es^{2}-Per.
assemble-ly, Es^{2}-Em.
assembleymen, Es^{2}-Em-Men.
assessible, Es-Iss-Bee.
assign, Es'en^{1}.
assignable, Es'en^{1}-Bee
assimilate-d-ion, Es^{1}-Em.
associate-d, Es^{2}-Shayt.
association, Es^{2}-Isseshon.
astronomy-ical-er, Ester^{1}-En.
at all events, Telf^{3}-Ents.
at all times, Telt^{3}-Ems.
at any rate, Tee^{3}-Nert.
at hand, Tent^{3}.
at least, Telst^{3}.
at length, Tlen^{3}.
at or about, Ter^{3}-Bet.
at the same time, Tees^{3}-Met.
at their, Teedher^{3}.
Atlantic Ocean, Tee^{2}-Lent-Kayshon.
atmosphere-ic-ical, Tee^{2}-Ems-Fer.
atonement, Tee^{2}-Ment.
attainable, Ten^{3}-Bee.
audacious-ly-ness, Dee^{2}-Shay.
auditor, Det^{1}-Ar.
auspicious-ly-ness, Es^{1}-Pee-Ish.
authentic, Thent^{2}-Kay.
authenticate, Thent^{2}-Ket.
authentication, Thent^{2}-Kayshon.
authenticity, Thent^{2}-Est.
authority-ative-ly, Thret^{1}.
autobiography-er-ic, Tee^{2}-Bee-Ger.
avail, Vel^{2}.
avaricious-ly-ness, Ver^{2}-Shay.
avenge, Vee^{2}-Jay.
averse, Vers^{3}.
aversion, Vershon^{3}.
avert-ed-Vert^{3}.
avocation, Veeshon^{3}.

aware of, Werf[3].
aware of that, Wer[3]-Dhet.
aware of thr, Wer[3]-Veedher.

B

baneful-ly, Ben[2]-Ef.
banker, Bee[3]-Inker.
bank-stock, Bee[3]-Ingst.
baptise-d, Bee[3]-Pee.
baptism-al, Bee[3]-Pees-Em.
barbarity, Ber[2]-Bret.
barometer, Ber[2]-Emter.
barometrical, Ber[2]-Emter.
be it, Bet[2].
bear in mind, Bee[2]-Ren-Mend.
because he, Kays[1]-Chetoid.
because I, Kays[1]-Tetoid.
because thr, Kays[1]-Jedoid.
been said, Bees[2]-Dee.
before he, Bef[2]-Retoid.
before it, Beft[2].
began, Gen[3].
begin, Gen[1].
behold, Beld[2].
beholder, Beld[2]-Ar.
believable, Blef[2]-Bee.
belt, Bee[2]-Bet.
benefaction, Bee[3]-En-Efshon.
benefactor, Bee[3]-En-Ef.
benefactress, Bee[3]-En-Ef-Ters.
beneficient-ce, Ben[2]-Ef.
beneficial-ly, Bee[2]-En-Ef.
benevolent-ce, Bee[2]-En-Vee.
benignant-ly-ity, Bee[2]-En-Gay.
betake, Bet[2]-Kay.
better and better, Bet[2]:Bet-Ray.
betoken, Bet[2]-Ken.
bigot-ed-ry, Bee[1]-Get.
bill of fare, Bee[1]-Lay-Ef-Ar.
bill of exchange, Bee[1]-Lay-Kays-Chay.
bill of lading, Bel[1]-Eld.
bills of lading, Bels[1]-Eld.
bill of particulars, Bee[1]-Lay-Prets.
bill of sale, Bee[1]-Lays-Lay.
billinsgate, Bels[1]-Get.
biography-er-ic-ical, Bee[2]-Ger.
birth, Bee[2]-Ray-Ish.
bishop-ric, Bee[2]-Ish.
blindfold, Bled[1]-Feld.
board of commerce, Bred[2]-Kay-Mers.
board of directors, Bred[2]-Der-Ters.
boarding house, Bred[2]-Hays.
boarding school, Bred[2]-Skel.
body, Bed[1].
body and soul, Bed[1]-Slay.
body guard, Bed[1]-Gred.
bombast-ic-ically, Bee[2]-Embst.
bondsman, Beds[1]-Men.
bountiful-ly-ness, Bend[3].
bounty, Bend[3].
breastwork, Bers[2]-Wer-Kay.
brethren, Bren[3].
British American, Bret[1]-Em.
broken-hearted, Ber[2]-Ken-Art.
brother-in-law, Ber[3]-Nel.
bulk-y, Bee[2]-Lay-Kay.
busy-body, Bees[1]-Bed.
but he, Tetoid[2]-Retoid.
but it, Tetoid[2]-Tee.
but not, Tentoid[2].
but of, Teftoid[2].
by all, Bel[1].
by and by, Bee[1]:Bee.
by having, Bef[1];ing.
by it, Bet[1].
by other, Beedher[1].
by our, Ber[1].
by their, Beedher[1].
by what, Bet[1].

C

calculable, Kel[3]-Bel.
calculate-d-ion, Kel.
calculator, Kel[3]:Ar.

call forth, Klef[1].
call your attention, Kel-Yayshon[2].
can he, Ken[2]-Petoid(or Retoid)
can I, Ken[2]-Ketoid (or Tetoid)
can thr, Kaydher[2].
can we do, Kay[2]-Weh-Dee.
can we wonder, Kay[2]-Weh-Wender.
can you, Kay[2]-Yuh- (or Yeh)
canõn, Kay-En-Yayn[2].
canon, Kay[2]-Nen.
capacious-ly-ness, Kay-Pee[2]-Ish.
capricious-ly-ness, Kay-Per[2]-Ish.
captious-ly-ness, Kay-Pee[3]-Ish.
carpenter, Ker-Pent[2]-Ar.
carpentry, Ker-Pent[2]-Ray.
casnist-ic-ry, Kays[2]-Est.
category-ical, Ket[2]-Ger.
Catholic-ism-ity, Kay-Ith[2].
caused, Kays-Dee[1].
cautious-ly-ness, Kay-Ish[1]
celestial, Slay[2]-Es.
cessation, Es[2]-Isseshon.
challenge-d, Chel[2]-Jay.
challenger, Chel[2]-Jer.
chamber, Chay[2]-Ber.
chapter, Chay[3]-Pet.
chancery, Chays[3]-Ray.
charity, Chert[3].
chemical-ly, Kay[2]-Em.
chemistry, Kay[2]-Em.
Chief-Justice, Chef[1]Jayst.
childhood, Chelt[1]-Dee.
chirography-ic-ical, Ker[1]-Ger.
Christian-ity- Kren[1].
Christianize, Krens[1].
circumference, Sef[2]-Rens.
circumstantial evidence, Sten[3]-Ved.
citizen, Stee[1].
City of Detroit, Stef[1]-Dee-Tret.
City of New York, Stef[1]-En-Yay.
clearer, Kler[1]-Ray.
clearing house, Kler[1]-Hays.
cognizable, 'con': Ens-Bee[2].
coercible, Kay-Rays[2]-Bee.
collector, Kel-Kay-Ter[2].
combine-ation, Ben[1].
comfort-ed, 'com': Ef[2]-Ret.
completion, Pelshon[1].
comply, Pel[1].
conclude-d, Klet[3].
conclusion, Kelshon[3].
conclusive-ly-ness, Kels[3].
confidential-ly, 'con': Ef[2]-Den.
conjecture-d-al, Jay[2]-Kay.'
conscience, Ish[2]-Ens.
conscientious-ly-ness, Ish[2]-En-Ish.
conservative-ly, Iss-Ray[2]-Vee.
consist, Ses-Tee[1].
consistence, Ses-Tens[1].
consistency, Ses-Ten[1].
consistent-ly, Ses-Tent[1].
conspicuous-ly, Spee[1]-Kays.
constancy, Sten[1].
constant-ly, Stent[1].
constituency, Steh-Ten[1].
Constitution of the United States, Steh-Teeshon-En-Enses.
consume, Sem[3].
consumption, Iss-Emshon[2].
contaminate-d-ion, Tee[2]-Men.
contemplate-d-ion, Tee[2]-Emp.
contingency, Tee[2]-En-Jay.
contradicted, Dee[1].
contradiction, Deeshon[1].
contradictory, Dee[1]-Ket.
contribute-d, Retoid-Bet[1].
contribution, Beeshon[3].
contributroy, Retoid-Bet[1]-Ray.
contrive-ance, Tref[1].
controversy, Ver[1]-Es.
conversant, Vers[1].
converse, Vers[1].
conversion, Vershon[1].
convert-ed, Vret[1].

conviction, Veeshon[1].
corrective, Kref[1].
correspond-ed-ent-ence, Kers-Pend[1].
corrupt-ed-ly-ness, Ker-Pet[2].
cosmopolitan, Kays-Em-Pel[2].
counsel for the defendant, Kay-Ef[2]-Dee.
counsel for the plaintiff, Kay-Ef[2]-Plent.
countenance-d, Kent[3].
countryman, Ken[3].
countrymen, Ken[2].
court and jury, Kret[2]-Jer.
criminal-ly-ity, Ker[1]-Men.
cross-question, Kers[1]-Ken.
culminate-d-ion, Kel[2]-Men.
culpable-bly-bility, Kel-Pee[2].

D

daughter, Dee[1]-Ter.
day or two, Dred[2].
day or two after, Dreft[2].
debenture, Dee[2]-Bent.
debilitate, Dee[1]-Blet.
debility, Dee[1]-Blet.
decapitate-d-ion, Dee[2]-Kay-Pet.
decease, Dees[1]-Es.
declare-d-ation, Dee[2]-Kler.
declivity, Dee[2]-Kel-Vet.
deeper and deeper, Dee:Dee[1]-Per.
default, Dee[2]-Flet.
defaulter, Dee[2]-Felter.
defence, Def[2].
deferential-ly, Def[2]-Ren.
deficient-ly-cy, Dee-Ef-Shay.
delicious-ly-ness, Del[2]-Shay.
delight-ed, Delt[1].
deliverance, Dlens[2].
democrat-ic-cy, Dee[2]-Em.
Denmark, Dee[2]-Em-Ray-Kay.
denominate-d-ion, Den[1].
depart-ed-ment-ure, Dee[2]-Pret.
depend-ed-ence-ent, Dee[2]-Pent.
deplor-ed-abe, Dee[2]-Pler.
depravity, Dee[2]-Per-Vet.
deride-d, Dred[1].
derision, Dershon[1].
designate-d-ion, Dees[2]-Gay.
despond-ency-ent-ently, Dees[2]-Pend.
Destiny, Deest[2]-En.
destitute, Dees[2]-Tet.
destitution, Dees[2]-Teeshon.
deteriorate, Ded[2]-Ray-Ray-Tee.
deterioration, Ded[2]-Ray-Rayshon.
determine-ation, Dee[2]-Tren.
detest, Dets[2]-Tee.
detract-ed, Dee[3]-Ter.
detraction, Dee[3]-Tershon.
detractor, Dee[3]-Ter-Ter.
devolve, Def[2]-Vee.
dexterity, Dee[2]-Kays-Tee.
diameter-rical-rically, Dee[2]-Emter.
dictate, Dee[2]-Ket-Tee.
dictator, Dee[2]-Ket-Ter.
dictionary, Deeshon[2]-Ray.
differentiate-ed, Def[2]-Ren.
differentiation, Def[2]-Reneshon.
digestibility, Dee[2]-Jays-Bee.
digestion, Dee[2]-Jayst-En.
dignify-fied-tary-ity, Dee[2]-Gay.
dilapidate-d-ion, Del[2]-Pet.
dilatory, Dee[1]-Let-Ray.
Dilemma, Del[2]-Em.
Diligence, Del[2]-Jens.
dilution, Delshon[3].
dimension, Dee-Em-Enshon.
diminish-ed-, Dee[2]-Men.
diminution, Dee[2]-Men.
diplomat-ic-ist, Dee[2]-Pel-Met.
disappoint-ed-ment, Dees[1]-Pent.
discernible, Dees[2]-Ren-Bee.
discord-ant-ancy, Dees[1]-Kred.
discountenance-d, Dees[3]-Kent.
disorganization, Dees[1]-Genshon.
disorganize, Dees[1]-Gens.

disparage-d-ment, Dees²-Pee-Jay.
displeasure, Dees²-Zher.
disqualification, Dees²-Kel-Efshon.
dissatisfaction, Dees³-Teeshon.
disseminate-d-ion, Dees²-Men.
dissolute, Dees²-Elt.
dissolution, Dees²-Elshon.
distort-ed, Dees²-Tee-Ret.
distortion, Dees²-Tee-Rayshon.
distract-ed, Dees³-Ter.
distraction, Dees³-Tershon.
distribute-d, Deester²-Bet.
distribution, Deester²-Beeshon.
District Court, Dees²-Kret.
District of Columbia, Dees²-Kel.
disturb, Dee²-Ster-Bee.
divulge, Def²-Jay.
do you recollect, Dee²-Yuh-Ray.
doctor, Der¹.
doctrine, Dren¹.
domestic, Dee²-Ems-Kay.
dominate-d-ant-ion, Dee¹-Men.
downcast, Dee³-Kayst.
downfall, Dee³-Fel.
down-hearted, Den³-Art.
down-hill, Den³-El.
downright, Dee³-Nert.
downstairs, Densters³.
downtrod-den, Dee³-Tred.
downward, Den³-Ard.
draftsman, Dreds³-Men.
duration, Dershon³.
during all, Drel³.
dwelling-house, Dee²-Lay-Hays.
dwelling-place, Dee²-Lay-Pels
dyspepsia, Dees²-Pee-Pee.
dyspeptic, Dees²-Pee-Pee.

E

eastward, Est¹-Ard.
eccentric-al-ity, Kays²-Enter.
editor, Dee²-Ter.
eh, Hay².
elaborate, El²-Bret.
electrify, El²-Kay-Ef.
electrotype, El²-Kay-Tret-Pee.
element-al, El²-Ment.
embargo, Emb-Ray²-Gay.
embarrass, Emb-Rays².
embrace, Em-Bers².
empanel, Emp²-Nel.
emphatic, Em-Fet².
Empire State, Emp²-Rays-Tet.
enlighten-ment, Nel-Ten¹.
enlist, Nelst¹.
entangle-d-ment, Ent²-Ing.
equality, Klet¹.
enthusiast-ic-ically-m, En-Ithses².
entrance, Enter²-Ens.
entrancé, En-Trens².
Episcopal-ian-cy, Pees²-Kay.
equivalent, Kay-Vee².
erroneously, Rays²-Ens-Lay.
evening session, Ven¹-Ingseshon.
Evening Star, Ven¹-Ingster.
event, Vee²-Ent.
everlasting, Vee¹-Layst.
everlasting life, Vee¹-Lays.
exaction, Skayshon³.
exaggerate-d, Sjert².
exaggeration, Sjershon².
exaggeratory, Sjert²-Ray.
exchanger, Kays-Chay²-Jer.
exchequer, Kays-Chay².
exclaim-ed, Kays²-Kel.
exclamation-tory, Kays²-Kel.
excluded, Skled².
exclusion, Skelshon².
exclusive-ly, Skels².
excuse-able, Skays³.
executor, Kays-Ray².
executrix, Kays²-Kays.
exemplary, Semp²-Lay-Ray.
exemplification, Semp-Lay²-Efshon.
exercise, Kayses².

exhibitor, Sbee[1]-Ter.
exhort-ed-ation-ative, Kays-Ret[1].
exist, Ees-Tee[2].
existence, Ses-Tens[2].
expanse, Spens[3].
expansion-ive, Spen[3].
expedient-ly-cy, Kays-Pet[1].
expedition, Kays-Pet[1].
expeditious-ly-ness, Kays-Pet[1]-Ish.
expense, Spens[2].
experiment, Sper[2]-Ment.
expert, Kays-Pret[2].
expire, Kays-Per[1].
explore-d-ation, Spler[2].
explosion, Spelshon[2].
explosive, Spels[2]-Vee.
export-ed-ation, Kays-Pee[2]-Ret.
exquisite-ness, Skays[1].
extemporaneous-ly, Stemp[2].
extemporary, Stemp[2]-Ray-Ray.
extemporize, Stemp[2]-Rays.
extenuate, Sten[2]-Tee.
extenuation, Sten[2]-Shen.
exterior, Kayst[2].
exterminate-d-ion, Ster[2]-Men.
external, Ster[1].
extinct-ion, Kays-Tee[2].
extinguish-ed, Kays-Tee[2].
extort, Kays-Tee[2]-Ret.
extortion, Kays-Tee[2]-Rayshon.
extortinate, Kays-Teeshon[2]-Tee.
extract-ed, Ster[3].
extraction, Stershon[3].
extractive, Stertiv[3].
extravagant-ly-ce, Stref[3].
extreme-ly, Ster[2].
extremity, Ster[2]-Tee.
extrinsic, Stren[1].
evangel, Jel[3].
evangelist, Jelst[3].
evangelic, Jel[3]-Kay.

F

facetious-ly-ness, Efs[2]-Shay.
factious-ly-ness, Ef[2]-Kay-Ish.
faculty, Ef[2]-Klet.
faint-hearted, Fent[2]-Ret.
faithful-ly-ness, Ef[2]-Thef.
fallacious-ly-ness, Fel[2]-Shay.
falsehood, Fels[1]-Dee
falsification, Felseshon[1].
family, Mel[3].
fanciful-ly, Ef[2]-Ens-Ef.
fantasm, Fent[2]-Zee.
fantastic-al-ally, Fent[2]-Est.
farewell, Ef[2]-Ar-Lay.
fashionable, Efshon[2]-Bee.
factidious-ly-ness, Ef[2]-Ted.
father-in-law, Efdher[2]-Nel.
favorite, Ef[2]-Vert.
feature, Fet[1].
fence, Ef[2]-Ens.
ferment-ed-ation, Fer[2]-Ment.
fern, Ef[2]-Ren.
ferocious-ly-ness, Ef[2]-Ray-Ish.
fertility, Fret[2]-Let.
fervent-ly, Ef[2]-Ray-Vent.
fictitious-ly-ness, Ef[2]-Kay-Tee-Shay.
fidelity, Ef[2]:Dee.
fierce, Ef[1]-Ars.
file, Ef[1]-El.
filter, Felter[1].
final-ly, Ef[1]-Nel.
fire-engine, Ef[1]:En-Jen.
fire-department, Ef[1]:Dee-Pret
fire-escape, Efs[1]-Kay-Pee.
first-born, Fers[2]-Bee-Ren.
first-cass, Efs[2]-Kels.
first national bank, Steh-En[2]-Bee.
first-rate, Fers[2]-Ray-Tee.
fiscal, Efs[2]-Kay-El.
five or six, Ef[1]-Vesses.
flagitious-ly-ness, Fel[2]-Jay-Ish.
for a long time, Ef[2]-Ing-Tee.
for instance, Efs[2]-Tens.

for our, Fer[3].
for the first time, Ef[2]-Efs-Tee.
for the purpose, Ef[2]-Pee.
for the sake of, Efs[2]-Kef.
forceful-ly, Ef[2]-Rays-Ef.
forfeit, Ef[2]-Fet.
forfeiture, Ef[2]-Efter.
forge, Ef[2]-Jay.
forger, Ef[2]-Jer.
formation, Fershon[1].
fortification, Ef[2]-Ret-Efshon.
fortify, Ef[2]-Ret-Ef.
found-ed-ation, Fend[3].
foundryman, Fend[2]-Ren.
four or five, Ef[2]-Ef-Vee.
fractious-ly-ness, Fer[2]-Kay-Ish.
frank, Fer[3]-Kay.
frankly, Fer[3]-Kel.
frantic, Fret[3]-Kay.
fraternal-ly, Fret[2]-Ren.
fraternity, Fret[2]-Ren.
free, Fer[2].
freedom, Fred[1]-Em.
frigid-ity, Fer[1]-Jed.
from time ot time, Tee[1]:Tee.
frontispiece, Frets-Pees.
fortunate-ately, Ef[1]-Ret.
fundamental-ly, Fend[2]-Ment.
furnish-ed, Fren[2].

G

gainful, Gen[2]-Ef.
gallant-ly-ness-ry, Glent[3].
galvanic-ism-ist, Gel-Ven[2].
gastronomy-er-ist-ic, Gays-Tren[2].
genealogy, Jay[2]-En-Jay.
General Manager, Jay[2]-Em-Jer.
generation, Jayshon.
genteel, Jent[1]-El.
Gentile, Jent[2]-El.
gentility, Jay[2]-En:Tee.
gentle-ness, Jay[2]-Ent.
gentlemen of the jury, Jet[1]-Jer.
genuine-ly-ness, Jay[2]-Nen.
geography-ic-ically, Jay[2]-Ger.
geometric-al-ally, Jay[2]-Emter.
geometry, Jay[2]-Met.
get away, Get[2]-Weh.
glassful, Gels[3]-Fel.
glorification, Gel-Efshon[2].
glory-ied-ify, Gel[2].
go away, Gay[2]-Weh.
graceful-ly-ness, Gers[2]-Fel.
gracious-ly-ness, Ger-Ish[2].
grand-child, Gred[3]-Chelt.
grand-children, Gred[3]-Chel.
grand jury, Grend[3]-Jer.
grandson, Gred[3]-Sen.
grandstand, Gred[3]-Stend.
grandeur, Grend[3].
gradual-ly, Gred[3]-Lay.
gratification, Gret-Efshon[2].
gravitate-d-ion, Ger-Vet[2].
gravity, Ger-Vet[2].
Great Britain, Gret[2]-Bret.
greater and greater, Gret[2]-Gret-Ray.
groceryman, Gers-Ren[2].
groundwork, Gred[3]-Wer.
gymnasium, Jay[2]-Em-En-Zee-Em.
gymnastic, Jay[2]-Ens-Kay.
guide, Gay-Dee[1].
guilt-y, Glet[1].

H

habeas corpus, Hay[2]-Ker.
half, Ef[3].
halve, Vee[3].
handwriting, Nert[3]:ing.
happiness, Pens[3].
has thr, Zeedher[3].
have been, Ven[2].
he believes, Retoid[2]-Bels.
he calls, Retoid-Kels.
he can, Chetoid[2]-Ken.
he has, Chetoid[2]-Iss.
he has come, Retsoid[2]-Kay.
he has not, Retsoid[2]-Ent.

he would, Chetoid^{2}-Wuh
headquarters, Dee^{2}-Kay-Werters.
healthful-ness, Lay^{2}-Thef.
heavenward, Ven^{2}-Ard.
heredity, Hay^{2}-Ray-Det.
highland, Petoid-Lend^{1}.
holiness, Hay^{3}-Ens.
holy, Hay^{3}.
hope to have, Pef^{3}.
Holy Ghost, Hay^{3}-Gay.
Holy Scriptures, Hay^{3}-Skers.
horticulture, Art-Kel-Ter.
House of Commons, Hays^{3}-Kay.
House of Lords, Hays^{3}-Lay.
House of Parliament, Hays^{3}-Pee.
House of Representatives, Hays^{3}-Ray.
houseful, Hays^{3}-Ef.
household, Hays^{3}-Let.
householder, Hays^{3}-Layder.
how long have you lived there, Retoid^{3}-Ing-Lay-Veedher.
how long have you known him, Retoid^{3}-Ing-Nen-Em.
huge, Retoid-Jay^{3}.
husband and wife, Hays^{2}-Bend-Ef.
husbandman, Hays^{2}-Bed-Men.
human being, Men^{3}-Bee.
human life, Em^{3}-Lay-Ef.
humble, Em-Bel^{3}.

I

if our, Fer^{1}.
if your honor, Ef^{1}-Yayn.
ignorance, Nerns^{1}.
ignorant, Nernt.
illegal-ly, El^{2}-Gel.
illegality, El^{2}-Glet.
illegible-ly, El^{2}-Jay.
illegitimate-ly-cy, El^{2}-Jet.
illiberal, El^{2}-Brel.
illogical, El^{1}-Jay.
immaterial, Emter^{1}-Lay.
immature, Met^{1}-Ray.
immeasurable, Em-Zher^{3}.
immoderate-ly, Med^{1}-Ret.
immemorial, Em-Em-Rel^{1}.
immoral-ity, Merl^{1}.
immortal-ity, Mert^{1}.
immovable, Em-Vee^{3}-Bel.
impart, Em-Pret^{2}.
impassioned, Empshond^{3}.
impatience, Empshons^{2}.
impatient, Empshont^{2}.
impenetrable-bility, Empent^{2}.
imperfect-ly, Em-Pref^{1}.
imperfection, Em-Pershon^{1}.
imponderable, Empend^{1}.
import-ed-ation, Emp-Ret^{2}.
impracticable-bility, Em-Per^{3}-Ket.
impregnate-d-ion-abe, Em-Per^{2}-Gay.
improper-ly, Em-Per^{1}.
impropriety, Em-Per^{1}.
in accordance, En^{1}-Kret.
in all cases, Nel^{1}-Kayses.
in comparison with the, En: Pee^{2}-Rays-En-Chetoid.
in conjunction with the, En: Jay^{2}-Ingshon-Retoid.
in connection with the, En: Kayshon^{2}-Retoid.
in consideration, Ins-Dershon^{2}.
in construction, Ins-Tershon^{2}.
in like manner, Nel^{1}-Ken.
in order, Nerd^{1}.
in order that, Nerd^{1}-Dhet.
in reference, Ner-Ef^{2}.
in reference to this, Ner-Ef^{2}-Dhees.
in reference to which, Ner-Ef^{2}-Chay.
in regard, Ner^{1}-Ged.
in regard to that, Ner^{1}-Ged-Dhet.
in regard to which, Ner^{1}-Ged-Chay.

in relation, En-Rel[2].
in reply, Ner-Pel[2].
in respect, Ner-Spee[2].
in so far as, En-Es[2]-Efs.
in size, Ins-Zee[2].
in some, In-Sem[2].
in the first place, En-Ef[2]-Pels.
in the meantime, En-Men-Tee.
in the same place, In-Sem-Pels[2].
in the same way, In-Sem[2]-Weh.
in the second place, In-Skay-Pels[2].
in the United States, En[1]-Enses.
in the world, En-Eld[2].
in writing, Nert[1]:ing.
inappicable, En-Pel[3]-Kay.
inartificial-ly, Nert-Ef[2].
inauspicious-ly-ness, Ens-Pee[2]-Ish.
inclination, En[1]-Klen.
indefinite-ly-ness, End-Ef[2]-Net.
indemnity, End-Em-Tee.
indenture, End[2]-Ent.
independent-ce-ly, End-Pend[2].
indescribable, Ends-Kay-Bel[2].
indict-ment, End-Tee[1].
indigest-ed-ible-ion, End-Jayst[2].
indignant-ly-tion-ity, End[1]-Gay.
indiscreet-ly-ness, En-Dees[2]-Kret.
indessoluble-bly, Ends-El[2]-Bel.
indite-d-ment, End-Tee[1].
indulge, End-Jay[2].
indulgent, End-Jent[2].
inexpedient-cy-ly, En-Kays-Ped[1].
inferential-ly, En-Ef[2]-Ren.
infinite-ly, En-Ef[2]-Ent.
inflexible-bly-bility, En-Fels[2]-Bee.
infraction, Ef-Fershon[2].
inglorious-ly, En-Gels[2].
inhabit-ed-ant, En-Bet[2].
inherit-ed-ance, En-Art[2].
injudicious-ly-ness, En-Jed[1]-Ish.
injustice, En-Jayst[2].
insatiable, Ins-Ish[2]-Bee.
inseparable, In-Sper[2]-Bel.
insuperable, In-Sper[3]-Bel.
insubordinate-ion, Ens-Bee[1].
insufficient-cy-ly, En-Sef[2]-Shay.
insurmountable, In-Sar[2]-Ment-Bee.
intemperance, En-Tee[2]-Emp.
intemperate, En-Tee[2]-Emp.
interchange, Ent-Chay[2].
interfere-d-ence, Ent-Ef[1].
interior, Ent[1].
intermediate, Ent-Med[1].
internal revenue, Ter-Ray-Vee.
interpret-ed-ation, Ent-Pret[2].
interpreter, Ent-Preter[2].
intestate, Ents-Tet[2].
intimidate-d-ion, En-Tee[1]-Med.
intollerable, Ent-El[1].
intrinsic-al-ally, Entern[1].
introductory, Ent-Dee[2]-Ket.
invalid-ate-ated, En-Vled[2].
invest-ed-ment, En-Veest[2].
irrational-ity, Rayshon[1].
irreconcilable, Ar[2]:Say-Bel.
irrecoverable-bly, Ar[2]-Kef.
irreligious, Ar[1]-Jays.
irreparable-ly, Ar[2]-Per-Bel.
irrepressible, Ar[2]-Pers-Bel.
irreproachable, Ar[2]-Per-Chay.
irresistible-bly-bility, Arses[2]-Tee.
irresolute, Ars[2]-Let.
is it, Zet[1].
is said to have, Ses-Def[2].
is there (or their) Zeedher[1].
it has been said, Tees[2]-Bees-Dee.
it has been stated, Tees[2]-Bees-Tet.
it had not, Tent[3].
it is well known, Tees[2]-El-Nen.
it ought not, Tent[1].
it ought to have, Tef[1].
it seems to me, Tees[2]-Ems-Em.
it were, Ter[3].

it would have, Tef[3].
it would not, Tent[3].

J

jobbing-house, Jay[1]-Bee-Hays.
joint-stock, Jet[1]-Stee-Kay.
joyous-ly-ness, Jay[1]-Es.
jurisprudence, Jers[2]-Pee.
just-ly-ice-ness, Jayst[2].
just as, Jayses[2].
just as well, Jayses[2]-El.
justify, Jays[2]-Ef.
justaposition, Jays[2]-Peeseshon.

K

kingdom, Kay[1].

L

landlord, Lend[2]-Ard.
latitude, Let[2]-Tet.
last session, Layseseshon[3].
last week, Lays[3]-Kay.
languish-ed-ment, El[2]-Ing-Ish.
laughing-stock, Lay[2]-Efs-Tee-Kay.
laundryman, Lend[1]-Ren.
leasehold, Lays[1]-Let.
learned counsel, Len[2]-Kay.
legality, Lay[2]-Glet.
legendary, Lay[2]-Jed-Ray.
legislate-d-ure-or, Lay[2]-Jay.
legislation, Lay[2]-Jayshon.
legislative, Lay[2]-Jef.
liberal-ly-ity, Lay[1]-Brel.
liberty, Lay[1]-Bret.
liberty of the press, Lay[1]-Bret-Pers.
liberty of speech, Lay[1]-Bret-Spee-Chay.
licentious-ly-ness, Els[2]-En-Ish.
lieutenant, Let-Nent.
life-estate, Lay[2]-Efs-Tet.
light-headed, Let[1]-Hay-Ded.
light-hearted, Let[1]-Ret.
like to have, Lay[1]-Kef.
likelihood, Lay[1]-Kel-Dee.
likely to have, Lay[1]-Klef.
livelihood, Lay[1]-Vel-Dee.
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Mediterranean, Med-Tren[2].
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non-performance, Nen[1]:Per[2]-Fer.
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O

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Q

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U

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